

# TOWN OF DERRY



**ANNUAL REPORT  
FISCAL YEAR ENDING  
JUNE 30, 2018**







# TOWN OF DERRY



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FISCAL YEAR ENDING  
JUNE 30, 2018**





# **TOWN OFFICERS**

## ***July 1, 2017 – June 30, 2018***

### **Town Council (3 Years)**

#### ***Chair***

**James P. Morgan - 2018**

#### ***Councilors at Large***

**Joshua R. Bourdon (2017-2020)**

**Phyllis M. Katsakiores (2018-2021)**

**James P. Morgan (2016-2019)**

#### ***Councilor District #1***

**Richard P. Tripp (2018-2021)**

#### ***Councilor District #3***

**Neil F. Wetherbee - (2017-2020)**

#### ***Councilor District #2***

**Charles H. Foote (2016-2019)**

#### ***Councilor District #4***

**Brian K. Chirichiello (2016-2019)**

### **Town Clerk (3 Years)**

**Daniel R. Healey (2016 -2019)**

### **Town Moderator (2 Years)**

**Mary Till (2018-2020)**

### **Supervisors of the Checklist (6 Years)**

**Dina Bourassa (2020)**

**Patricia Dowling (2024)**

**Judy Strakalaitis (2022)**

### **Trustees of Trust Funds (3 Years)**

**Joel Olbricht (2020)**

**Jeffrey Moulton (2021)**

**Joan Crimlisk (2019)**

# TOWN OF BOSTON

## 1861-1862

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# **TOWN OFFICERS**

***July 1, 2017 – June 30, 2018***  
**(Continued)**

## **Derry Public Library Trustees (3 Years)**

**Kristen Mari, Chair (2021)**  
**Heather Paradzick, Vice Chair (2020)**  
**Pete Marcotte, Co-Treasurer (2021)**  
**Dorianne Havery, Co- Treasurer (2020)**  
**Shannan McKenna, Secretary (2019)**

**Elizabeth Greenberg (2019)**  
**Valerie Roche (2020)**  
**Erin Matlin, Alternate (2019)**  
**Richard Tripp, Council Liaison**  
**Jessica Benson, SAU Liaison**

## **Taylor Library Trustees**

**Candace Andrews, Chair (2019)**  
**Ed Ciancio (2020)**  
**Kim Burke (2019)**

**Jillian Klok (2020)**  
**Richard Fontaine (2021)**  
**Charles H. Foote, Council Liaison**





# **TOWN DEPARTMENTS**

*July 1, 2017 – June 30, 2018*

## **EXECUTIVE DEPARTMENT**

David R. Caron, Town Administrator

### **Human Resources Director**

William Scimone

### **IT/GIS**

Douglas Rathburn  
Manager

### **Derry Cable Television**

Owen Provencher  
Administrator

### **Human Services**

Jill Jamro

## **PLANNING DEPARTMENT**

George Sioras, Director

## **FINANCE DEPARTMENT**

Susan A. Hickey, Chief Financial Officer

Dawn Enwright, Tax Collector / Municipal Agent

Monica Hurley, Assessor

Allan Virr, Town Treasurer

## **POLICE DEPARTMENT**

Edward B. Garone, Chief

George Feole, Captain

Vern Thomas, Captain

Robin Bordanaro, Animal Control Officer

## **FIRE DEPARTMENT & EMERGENCY MANAGEMENT**

Michael J. Gagnon, Chief

Scott Jackson, Assistant Chief

## **PUBLIC WORKS DEPARTMENT**

Michael A. Fowler, Director

Thomas Carrier, Water/Wastewater Superintendent & Deputy Director

Eric Bodenrader, Parks and Recreation Director

Alan Côté, Superintendent of Operations

Robert Mackey, Code Enforcement

Courtney Bougart, Public Health

# TOYOTA DEPARTMENT

1970-1971

## TOYOTA DEPARTMENT

1970-1971

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1970-1971

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TOYOTA DEPARTMENT  
1970-1971



# TOWN BOARDS & COMMITTEES

*July 1, 2017 – June 30, 2018*

## CONSERVATION COMMISSION (3 Year)

*Town Council Representative, Neil F. Wetherbee (1 Year)*

### *Members*

2019 James Degnan, Chair  
2020 Ric Buzzanga, Vice Chair  
2020 Eileen Chabot, Treasurer  
2019 Margie Ives  
2021 William Lowenthal  
2021 Grace Reisdorf  
2021 Vacant

### *Alternates*

2019 William Ventura  
2019 Vacant  
2021 Vacant  
2021 Vacant

## PLANNING BOARD (3 Year)

*Town Council Representative, Brian K. Chirichiello (1 Year)*

2018 Randy Chase, Town Administrator Representative (1 Year)

### *Members*

2019 David Granese, Chair  
2021 John O'Connor, Vice Chair  
2021 Mark Connors  
2019 James MacEachern  
2020 Frank Barkviewicz  
2020 Maya Levin  
2019 Lori Davison

### *Alternates*

2019 Elizabeth Carver  
2020 Matthew Leavitt  
2020 Vacant

## ZONING BOARD OF ADJUSTMENT (3 Year)

### *Members*

2021 Lynn Perkins, Chair  
2019 Heather Evans, Vice Chair  
2019 Stephen Coppolo, Secretary  
2020 Michelle Navarro  
2020 Randall Kelley

### *Alternates*

2019 Donald Burgess  
2020 Evan Rathburn  
2020 Crystal Morin  
2021 Craig Corbett  
2019 Vacant

## DERRY HOUSING AUTHORITY (5 Year)

*Town Council Representative, Charles Foote (1 Year)*

Robert Fleig, Executive Director

### *Members*

2023 Kristy Baillargeon  
2022 Lt. Kathryn Mayes  
2021 David Milz  
2020 Robert DiNozzi  
2019 Jennifer Lague





# TOWN BOARDS & COMMITTEES

*July 1, 2017 – June 30, 2018*

*(Continued)*

## **ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (3 Year)**

*Town Council Representative, James Morgan (1 Year)*

### ***Permanent Members***

James Morgan, Town Council  
George Sioras, Planning Director  
Beverly Donovan, Coordinator

### ***Members***

2021 Elizabeth Circharo  
2021 Craig Cunningham  
2020 Nicholas Del'Etoile  
2020 Christina Gossell  
2019 Terri Pastori  
2019 Gordon Graham  
2019 John Potucek

### ***Alternates***

2021 Scott Graves  
2020 Rick Metts  
2019 Michael Lucci  
2019 Eric Stephenson

## **ENERGY & ENVIRONMENTAL ADVISORY COMMITTEE**

*Merged with Net Zero Task Force in March 2018*

## **HERITAGE COMMISSION (3 Year)**

*Town Council Representative, Phyllis Katsakiores (1 Year)*

### ***Members***

2020 Karen Blandford-Anderson  
2020 Mark Mastromarino  
2019 Roger Konstant  
2019 Rosemary Fesh

### ***Alternates***

2021 Nicole Chalfant  
2020 Mary Eisner  
2019 Paul Lindemann

## **HIGHWAY SAFETY COMMITTEE (1 Year)**

### ***Permanent Members***

Alan Cote, Public Works  
Chief Edward B. Garone, Police  
Chief Michael Gagnon, Fire  
Jane Simard, School

### ***Members (1 Year)***

Scott Savard  
Walter Deyo  
Randall Chase  
Ronald Goldthwaite  
James Roddy  
Vacant



# TOWN BOARDS & COMMITTEES

*July 1, 2017 – June 30, 2018*

**(Continued)**

## **NET ZERO TASK FORCE**

*Town Council Representatives – Joshua Bourdon & Richard Tripp*

### ***Members***

2021 Jeff Moulton, Chair  
2020 Craig Lazinsky  
2020 Marius Zainea  
2019 Tom Cardon  
Mike Fowler, Director Public Works  
Dave Granese, Planning Board  
Meg Morse-Barry, Derry School District  
Brewster Bartlett, Pinkerton Academy  
Mary Till, Conservation Commission & Go Green  
Beverly Donovan, Economic Development Advisory Committee

### ***Alternates***

Bob Mackey, Code Enforcement  
John Burke, Parkland Medical  
Will Stewart, Chamber of Commerce

## **DERRY REDC LOAN REVIEW COMMITTEE (3 Year)**

### ***Members***

2020 Joel Olbricht  
2020 Laura Fraser  
2020 Lauren Neves  
2019 Alden Watters, Jr.  
2019 Beverly Donovan

## **SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION (4 Year)**

### ***Members***

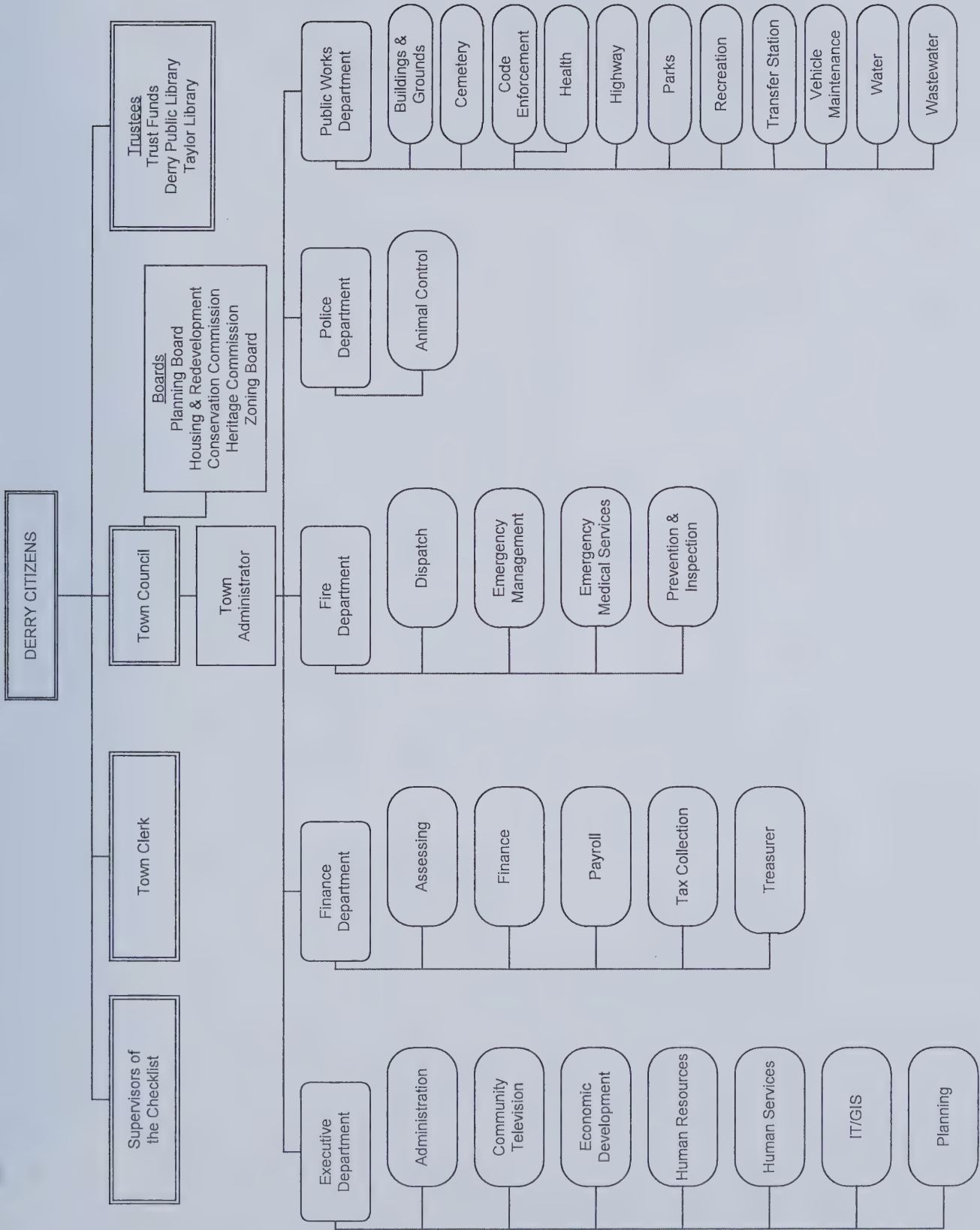
2020 Frank Bartkiewicz  
2020 Jeff Moulton  
2020 John O'Connor  
2020 Adam Burch

### ***Alternate***

2020 Vacant











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#### **DERRY TOWN CHARTER**



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## **TOWN COUNCIL CHAIR & TOWN ADMINISTRATOR**

We are pleased to present the annual report from the Executive Department. The Town underwent a transformative year as public-private partnerships and projects developed for the benefit of our citizens and taxpayers.

- Economic Development remained a focal point of the Council's FY18 goals. The Town Council confirmed the hiring of Beverly Donovan as the Economic Development Director; Bev brings to the position a unique blend of experience with economic development, commercial real estate and Chamber of Commerce management, along with public sector leadership skills. With Bev's untiring work ethic, the Town is already benefiting by developing those critical partnerships with the lending, development and grant sectors which will help the Town achieve its economic development goals. We look forward to expanding those relationships further in FY19.
- The Town's partnership with the business sector was evident in many ways. The Council approved a \$150,000 appropriation to replenish Derry's Revolving Loan Fund, which provides financial assistance to local businesses; these loans are then repaid to the fund with interest to be available for other new businesses which recognize Derry's work ethic and business potential.
- The Council also funded the Downtown Façade Improvement Program, which provides a \$5,000 matching grant to businesses in the Broadway, Birch and Crystal Avenue area. As of the end of FY18, \$30,000 of the \$100,000 appropriation had been obligated, which leveraged over \$100,000 in private investment into the Downtown.
- Solar Array/Charging Stations – The Council funded the construction of a solar array at the Transfer Station and accepted a grant which paid for most of the costs to install an electric vehicle charging station at the Municipal Center. The solar project was funded by budgetary savings in electrical costs; upon completion of debt service payments the project will result in a cost avoidance of approximately \$258,000 over the life of the project.
- Exit 4-A – The Federal permitting process continued with an anticipated completion date in FY19. Afterwards, the New Hampshire Department of Transportation will begin a design-build process which may temporarily delay the start of construction yet is expected to complete the project about one year ahead of schedule. Construction should begin towards the end of 2019/beginning of 2020 and will allow the Town to rebalance commuter traffic through the community, opening further economic development opportunities both in the Downtown and along the Exit 4-A corridor.
- Financial Condition – The Town continues to strengthen its financial position and was notified by its bond advisors that Standard & Poors has designated Derry as a AAA rated community, one of only three New Hampshire communities. This designation will result in lower borrowing costs and savings to Derry taxpayers.
- Cable – The Town began the process of renegotiating its franchise agreement with Comcast, which expires in October 2019. The Town will be seeking public input during the process as we attempt to position the Town to capitalize on advancing technologies during any subsequent franchise renewal.





- SNH Water – The State of New Hampshire has embarked upon an ambitious program to deliver water from Manchester Water Works to communities south of Derry to address various MTBE contamination areas. This venture requires that water be wheeled through Derry; the Council spent a considerable amount of time reviewing this proposal and has reached an accord which will both help our neighbors address their water supply challenges and provide Derry with a significant revenue stream as a facilitator of the project. It is expected that final agreements will be developed in FY19.
- CDBG Grant – The Town received a Community Development Block Grant to study the development of Abbot Court. As development Downtown progresses, there are opportunities to expand the breadth of the commercial area by introducing new or complimentary activities, which will create synergies for additional commerce. The study will be completed in FY19, after which the Council will review with the goal to identify development opportunities.
- EMS/Dispatch Agreements – The Town successfully negotiated extensions on a several EMS and/or dispatch agreements with our Public Safety partners Auburn, Chester and Windham. The Town has maintained these relationships for many years and provides Derry with an opportunity to share with our partners the cost of providing comprehensive Fire/EMS coverage to our citizens.

The Council also approved a FY 19 budget whose property tax impact is less than the voter-approved tax cap, provided additional resources for Public Safety and for the Town's solid waste disposal obligations, and continued systemic changes from FY18, including:

- Expanding the scope of the Town's Capital Improvement Program (CIP) to enhance citizen understanding of the process and transparency;
- Funded a portion of the CIP through the operating budget to promote sustainability;
- Outsourced the Human Services function to enhance service levels by maximizing resource leveraging, at significantly lower overhead costs;
- Restored a position in the Fire Department, moving the Department closer to staffing levels as they existed in FY15;
- Reached agreement with Pinkerton Academy to provide a second School Resource Officer; both officers are now funded by Pinkerton, which allow the Police Department to hire an additional officer with a focus on cybercrimes;
- Funded a revision of the Master Plan to guide the community's development and growth for the next decade;
- Provided a one-time appropriation to support Derry's 300<sup>th</sup> celebration which will begin in April 2019.
- Established a Trust for the Repair or Removal of Hazardous Buildings.



In summary, the Town is very fortunate to retain an experienced work force which can address major challenges, plan for the future and provide stable finances, all within the parameters of the voter-approved tax cap. During FY18, the Public Works Department managed a severe winter weather season which would have resulted in significant cost overruns if not for comprehensive budget management; as noted above, the Fire Department extended our partnership with our neighbors; the Finance Department cultivated a AAA bond rating, and the Police Department took a leadership role to enhance services both at our schools and throughout the community. Additionally, the Cable Division has been reorganized, Economic Development and Planning have collaborated on their respective disciplines to advance the community economically, and the Town's IT Division keeps it all operating smoothly. While the respective Department and Division leaders deserve accolades for leadership on these important challenges, it is our co-workers throughout the organization who work tirelessly every day delivering services and keeping the community safe for our residents and visitors.

Respectfully submitted,

*James P. Morgan*

James P. Morgan, Chair  
Town Council

*David R. Caron*

David R. Caron  
Town Administrator





## **DERRY COMMUNITY ACCESS MEDIA**

The Town of Derry's Cable Division is continuing development of its newly established strategy plan. Recent improvement projects and technology upgrades support our commitment to improving operations to respond to the evolving needs of the Town and our Community.

Funded by Cable franchise fees, the mission of Derry Community Access Media is to position Derry as a leader in the PEG (Public, Educational, Government) Access Media space. With that aim in mind, we facilitate interactive programming that informs, educates, entertains, and inspires our community via cablecast, online, on air, and emerging media.

We feature Town Government meetings and information via cablecast, livestream and video on demand, making this important information accessible to people's homes and electronic devices by leveraging available technology. We promote free speech by providing access to the facilities and skills necessary for community members to create programming.

Derry's Government Access (Comcast CH 17, online, on demand and streamed live) provides the community with an opportunity to stay informed by viewing unedited coverage of its governing boards and committees and airs regularly scheduled Town Council, Planning Board, Zoning Board, and Conservation Commission meetings. We also provide coverage of special workshops, public hearings, budget sessions, and pertinent informational shows.

Taped government meetings are available through our Video on Demand (VOD) website which is accessible via our webpage: [www.derrynh.org/cable](http://www.derrynh.org/cable). VOD provides access to local government meetings at a time that is convenient for viewers (internet access is required).

Our public access channel (Comcast Channel 23) increases community awareness, adds to the social cultural and creative development of the community while encouraging local pride. Programs produced by residents, organizations and staff members provide a glimpse of what is happening in our neighborhood. This includes presentations at the Derry Public Library, Derry Parks and Recreation, partnerships with residents, non-profits, Pinkerton Academy and features special events around town. You are encouraged to submit ideas and create new shows. Just reach out to us on our website [www.derryNH.org/Cable](http://www.derryNH.org/Cable).

We have expanded our YouTube channel ([www.youtube.com/DerryTV](http://www.youtube.com/DerryTV)) so that viewers can also watch some of our locally-produced community shows at any time.

Community bulletin boards display information slides in-between programming on both channels. The Channel 23 bulletin board displays community events, while the Channel 17 bulletin board displays public notices, emergency meetings, and other Town-related notices.

Staff members and volunteers provide professional-quality live coverage for major Town events and elections, so residents can get current information about what is going on in their community. Events covered this year include elections, the Memorial Day Parade, Derryfest, the Very Derry Holiday Parade, and Veterans Day ceremonies.



We partner with Town departments and community leaders to create shows that allow our audience to see what services are available to them as members of the community.

Through continued community outreach efforts, we have established positive relationships with the local press, the Derry Public Library, Taylor Library, Derry Parks and Recreation, economic Development, the Greater Derry/Londonderry Chamber of Commerce, Pinkerton Academy, NEXT Charter School as well as area non-profits. We offer students the opportunity to intern at the station and produce broadcast quality shows that air on D23.

Volunteer members are vital to Derry Community Television. We welcome members of the community to visit our studio to learn about what is available to them free of charge. Our staff has developed training programs so members of the community and Town departments can create their own shows. We offer regular free training on camera operation, studio production, lighting, audio, graphics, editing, interviewing techniques, and how to produce a show.

This year continues a pivotal chapter for Derry Community Access Media. The completion of FY18 continues the transformation of Derry's own Media Evolution as we continue capital improvements and operations modification, investing in a Media Center that serves Derry.

With a new strategy in place, we endeavor to seek even more ways to serve the community and add cultural value as we explore more avenues to engage with community partners to highlight and enrich our lifestyle here in Derry.

Community Access funding is generated solely from franchise fees paid by Comcast subscribers, with no fiscal impact to taxpayers. Franchise fees support two stations that operate from the studio at the Municipal Center and the Educational Channel located at Gilbert H. Hood Middle School.

To learn more about Derry Community Access Media, go to our website at [www.derrynh.org/cable](http://www.derrynh.org/cable), email at [cable@derrynh.org](mailto:cable@derrynh.org), or call us at 845-5514. We are located in the lower level of the Derry Municipal Center.

Respectfully submitted,

*Owen Provencher*

Owen Provencher  
Station Coordinator  
Derry Community Access Media





## ECONOMIC DEVELOPMENT

There's a lot to love about Derry! I was honored to fill the position of Economic Development Director for the Town of Derry on February 20, 2018. Fiscal Year 2018 was focused on connecting with key stakeholders and laying the groundwork to implement the 2017 Economic Development Plan. The objective of the Plan is to create both short and long-term objectives for sustainable economic development and growth for the Town of Derry, which aligns with the community vision for the town, as well as the goals and objectives of the Planning Department and the Economic Development Advisory Committee. FY18 has seen a lot of progress in moving several projects through the planning phase and on to ground-breaking – notably, at 23 Crystal Ave., 36 South Main Street, and 57 By-Pass 28, among others. Downtown, we have seen several businesses upgrade facades and add amenities, and there is increased activity with the many initiatives by volunteers and staff alike.

The Economic Development Plan includes four overarching strategies:

- **Retain and Grow Existing Business** –Strategies included coordinating with the SBA, SCORE, Center for Women & Enterprise and the Gr. Derry/Londonderry Chamber of Commerce on a variety of workshops and outreach, as well as site visits and calls to introduce and inform businesses about available programs and incentives available to them (such as the successful Façade Improvement program). There has been collaboration with NH Economy, and many other agencies, organizations and groups to promote entrepreneurship and small business expansion in Derry.
- **Attract New Business** – Strategies to promote Derry's strategic location, available workforce, educational alliances and existing business profile to demonstrate current and future value of locating in Derry included participation in statewide marketing through NH Commercial Investment Board of Realtors and participation in local and regional economic development conferences, as well as speaking to various Chamber and business networking groups.
- **Plan for Smart Sustainable Growth** – On-going analysis of current zoning and potential areas of change or expansion, in the context of the goals of the Town through its Master Plan and Planning and Economic Development. There has also been outreach to



educational institutions and workforce agencies to ensure that Derry creates and sustains a credentialed, ready workforce to attract employers and meet current needs.

- **Implement Marketing & Communication Plan** – Created and expanded social media outreach to include multiple platforms; engaged in updating the Town's Economic Development website; attend twice-monthly NH CIBOR marketing meetings to present opportunities to brokers; attend Chamber programming and events to promote the Town and keep abreast of the concerns of local businesses; promote initiatives and workshops through a variety of organizations and media. Started a local Public Arts Committee to enhance cultural opportunities and attract business and people to Derry.

It has been a pleasure working with the many businesses who are investing in the Town, and those veteran businesses who are partners in making Derry a wonderful place to live, work and play. It's also exciting to see so many new businesses coming through the office as they create their plans. Finally, The Economic Development Advisory Committee, as well as the Planning & Development staff, have been important partners in keeping the momentum going and are a dedicated force. Looking ahead to Fiscal 2019, I look forward to seeing several projects come to fruition, and many more begin the process, making Derry an even better place to Live, Work & Play!

Respectfully submitted,

*Beverly Donovan*

Beverly Donovan

Economic Development Director



## **HUMAN SERVICES DIVISION**

The end of fiscal year 2018 marked the beginning of a transition with the Town's service delivery method to needy Derry residents. These services are now provided by Community Health Services on behalf of the Town.

In fiscal year 2018, the Human Services Division provided general assistance in the amount of \$108,662 which represents 166 case decisions. Rent and shelter were the greatest area of need fulfilled for our clients, with a total expense of \$90,044, followed by food assistance at \$6,202. Town funds were expended to assist needy residents with utilities totaling \$2,479.94.

The Town of Derry funded the following agencies that provide valuable services to Derry residents: Community Alliance for Regional Transportation (CART) - \$47,000, Community Caregivers - \$19,000, Community Health Services (CHS) - \$20,000, Court Appointed Special Advocates (CASA) - \$500, Rockingham Community Action - \$10,000, Rockingham Nutrition and Meals on Wheels - \$12,197, Sonshine Soup Kitchen - \$4,203, and Upper Room - \$39,000.

If you or someone you know needs direction on where to apply for services, please call 211 or visit their website at [www.211nh.org](http://www.211nh.org). 2-1-1 NH is a statewide initiative of the United Ways of New Hampshire and an easy-to-remember phone number that connects callers, at no cost, to information about critical health and human services available in their community.

Citizens seeking assistance should contact CHS:

### **Location:**

Greater Derry Community Health Services (CHS)  
14A Tsienneto Road  
3<sup>rd</sup> Floor - suite 301  
**603-425-2545**

Hours of Operation: Monday through Friday: 8:30am — 4:00pm

**Any person in town and in need has the right to apply for general assistance from the Town. The right to apply does not guarantee assistance.**

### **Process:**

- 1) Please call (425-2545) or stop by the CHS office and complete a contact sheet, which includes information on your current need.
- 2) A staff person will go over the application with you and schedule an appointment for an in depth interview and review of submitted materials. Applications must be complete at the time of the interview.





- 3) At your scheduled appointment with a CHS Case Manager, an assessment is made —based on approved Town guidelines — of your ability to meet some or all your stated need.
- 4) In addition, the CHS Case Manager will speak with you about possible other needs you may have.
- 5) If the review is completed during the first visit, a Notice of Decision is provided detailing whether the request is Granted, Denied or Withdrawn from consideration.
- 6) If your application requires further information or outreach to property owners, utility, fuel companies or others, the Case Manager will schedule a follow up appointment. Decisions will be placed on hold pending conclusion of the evaluation.

Respectfully submitted,

*David R. Caron*

David R. Caron  
Town Administrator



## HUMAN RESOURCES

The Human Resources (HR) Department works to ensure that Town positions are staffed appropriately, employees have challenging career opportunities and our personnel and labor administration activities are timely and effective. The Department supports the administration of seven union contracts, facilitates dispute resolution, provides recruiting assistance to Town departments, administers drug testing programs, maintains personnel and related records, advises managers regarding employment relationships, and assists employees however appropriate. The Department sponsors and facilitates employee safety and wellness activities, relying upon the support and participation of members of the Town Wide Joint Loss Management Committee (safety) and the Health and Safety Coordinator.

- Since our seven union contracts were negotiated in FY 2017 (five-year) for all bargaining units, we have managed 8 union grievances closing 3 of those in FY 18. Additionally, we held two Open Enrollment Fair events for our employees' insurance changes.
- During the year we filled 24 regular full-time and 8 part-time vacancies due to retirements, resignations and other turn-over. We also hired a full-time Economic Development Coordinator. At the end of FY18 we have 3 full-time vacancies: 1 Fire; 2 Police. Additionally, we have caught up with recognizing our long-service employees from the past three years (85). This was accomplished by bringing 14 of our longest service employees into a Town Council Town Meeting last September and catching-up with the remaining 70 throughout the remainder of the Fall of 2017. We are now on track to distribute these awards and have completed the first half of them in FY18.
- Town employees participated in community initiatives like the Salvation Army Backpack and Easter Bunny Program. Through the efforts of our Health and Safety Coordinator, employees also participated in the American Heart Association "Go Red for Women Day," the Annual CIGNA/Elliot 5k Road Race, and other health challenges. We also held workshops for employees to improve their abilities, reduce stress and to help them with their healthy eating practices.
- Employees attended a number of training programs to upgrade job skills, improve job safety, and in compliance with Federal and State employment discrimination laws. We also continued our Prime3 designation which resulted in discounts in our Workers Comp premium and our Liability premium. We held a Fire Drill and our Derry PD revised the lock-down protocol for active shooter(s) and trained school employees and we began the process of adapting that to our Municipal Center for demonstration / training in September to ensure proper response were the need to ever arise.

Respectfully submitted,

*William Scimone*

William Scimone

Human Resources Director





## INFORMATION TECHNOLOGY

A highlight for 2018 has been the move to the cloud for our office/desktop software. Our move to Office 365 has provided our end users with far greater flexibility than they've ever had before. No longer tied to the desktop our applications are accessible with any mobile device or browser enabled source.

We have now expanded our fiber optic network infrastructure to the English Range Road Station. This now completes our fiber expansion project with connectivity to all remote facilities. Not only has the project allowed for enhanced network speeds but we've also been able to remove a total of 6 pieces of hardware previously used to connect to these locations, realizing both energy and space savings.

We've also recently upgraded the software and hardware pieces of our entire virtual infrastructure. With better than 95% of our server infrastructure virtualized this was a major undertaking. All the work was accomplished by staff in-house without involving any outside consultants.

Replacement of our secondary storage is currently in progress and should be completed in late October.

We are currently fielding an average of 102 helpdesk ticket per month with a 98.9% resolution rate. This includes both our Fire and Police Departments in addition to the Municipal Center.

## GIS

Our ArcGIS online and applications have been updated/upgraded to the latest build allowing us more options in application and map development.

One current project involves utilizing our GIS to analyze and possibly redefine future TIF districts.

The majority of our GIS work involved providing departments with mapping and the tools required to access GIS data quickly and efficiently. Maintenance on all exiting GIS layers being a daily endeavor as well.

Respectfully Submitted,

*Douglas A. Rathburn, IT/GIS Manager*

Douglas A. Rathburn, IT/GIS Manager



## **PLANNING DEPARTMENT FISCAL YEAR 2018**

Fiscal Year 2018 activity in the Planning Department continued at a steady pace similar to what the department had begun to see in fiscal year 2013. Both residential and commercial development plans were submitted to the office and construction activity and building was very visible throughout the town. This past year work continued on zoning amendments including revisions to the permitted uses in the commercial and industrial zones, re-zoning of seven parcels from the MHDR II to CBD and looking at expanding both the commercial and industrial zones around the proposed I-93 Exit 4A area near the Londonderry town line and Folsom Road and North High Street. Staff is assisting the Planning Board subcommittee on with these efforts. Staff has begun working in tandem with the new Economic Development Director and assisting in the town's economic development initiatives. The Town Council approved funding for the Master Plan update. Work is scheduled to begin in fiscal year 2019.

Highlights of development activity in fiscal year 2018 included a 32-unit townhouse project on South Ave. at a former abandoned machine shop on South Ave., a new 80 seat restaurant at Cowbell Corner on Route 111, a new Sal's Pizza on Crystal Ave. a new nursery and landscaping business at the former Chakarian Farm on Island Pond Road, and two new commercial buildings of approximately 47,700 sf for a car dealership on By-Pass Route 28 and a de-tox facility on Ashleigh Drive.

The department continues our work with the Southern New Hampshire Planning Commission (SNHPC), the Southern New Hampshire Regional Economic Development Corporation (REDC), Greater Derry-Salem Cooperative Alliance for Regional Transportation (CART) as well as the Greater Derry-Londonderry Chamber of Commerce on regional planning, business, and transportation issues. Staff is also working with the SNHPC, the New Hampshire Department of Transportation, and members of the Derry Heritage Commission on the Robert Frost/Old Stage Coach Scenic Byway. The Scenic Byway will celebrate and help protect the historical features, rural character, and the natural and scenic qualities of the five corridor communities (Derry, Atkinson, Hampstead, Chester, Auburn) through which it passes.

This past year staff continued working with two excellent committees that will have a significant impact on future town policies and projects that will benefit the town. Staff has enjoyed and continues to enjoy being a part of these groups which includes the Building & Property Maintenance Committee, and the Economic Development Advisory Committee.

In closing I would like to once again thank the members of the Planning Board for their continued support and assistance with our department particularly with regard to the challenging zoning revisions and we also want to welcome aboard our new members and kudos to our chairman, David Granese for being an excellent chairman. He and the board's professionalism make our job easier!



I also want to once again thank and acknowledge the staff in the Code Enforcement, Police, Public Works, Health, and Fire Departments for their cooperation and efforts in making the Technical Review Committee (TRC) process a success and our efforts to be business-friendly and our expedited review of development plans and permitting.

Finally, I would like to once again acknowledge and thank our Planning Assistant, Liz Robidoux, for her excellent staff assistance to both the Planning Director and Planning Board and keeping us on track and organized as well as her hard work and professionalism. The Planning Department looks forward to continuing to provide professional and prompt service to the Town of Derry and its residents and business community.

Respectfully submitted,

*George H. Sioras*

George H. Sioras  
Planning Director





## ASSESSING DEPARTMENT

The real estate market in New Hampshire has taken a dramatic upswing that started in the second quarter of 2016 and has continued through the third quarter of 2018. Derry has seen an increase in real estate values of approximately 11% just between 2017 and 2018. Between October 1, 2017 and July 17, 2018 Derry had 428 qualified sales and the volume of qualified sales remains strong.

As part of our annual cycled inspection process, we completed cycled inspections of all residential properties within assessing neighborhood #106 and condominium neighborhoods #510 through #522.

As required by State Statute, each year the DRA performs an equalization study of all communities in the State. The DRA's study conducted for 2017 indicated that the Town's overall level of assessed value to market value was 89.7% (for 2016 it was 97.5%). It was projected that the Town's ratio would continue to fall well below the required 90% ratio for 2018 and be approximately 78%. For this reason, in the summer of 2018, the department conducted an update bringing the Town back into an acceptable range by State Standards of 90% to 110%. We are projecting the final equalization ratio to be 97% for 2018.

Also, the 2017 DRA's study indicates the co-efficient of dispersion (C.O.D.) to be 9.1%. The prior year (2016) was 10%. After the 2018 update we are expected to be at 7.5%. This C.O.D. is in the 'excellent' range for the last three tax years and we will remain diligent to keep assessments within the State's mandated standards. The C.O.D. measures uniformity in assessments through ratio studies. It indicates the measure of appraisal uniformity that is independent of the level of appraisal (ratio) and permits direct comparisons between various properties (comparable and other properties). Any decision to conduct assessment updates and revaluations must consider this number above all others.

During the Town Budget deliberations in March and April of 2018, the necessary funding was approved by a majority of the Town Council to continue with the assessment update program and the cycled inspection program that will keep our assessment inventory up to date for the upcoming 2018 and 2019 tax years. The New Hampshire Department of Revenue requires municipalities to perform a full revaluation (values anew) once every five years. The Town of Derry is slated to complete another revaluation in 2019 as the last one completed was in 2014. The Town is contracted with Corcoran Consulting Associates to manage the assessing functions. Monica Hurley and Jay Ferriera from Corcoran serve as Assessors for the office.

The Town's 2018 net taxable valuation with TIF retained value removed as of this report is \$3,174,122,940. This figure will be used by DRA to set the 2018 tax rate in October 2018. This year's increase reflects construction from new building permits issued since April 1, 2017, the annual cycled inspection program and completion of the Town-wide re-assessment update.

The Town's net taxable valuation, upon which the 2017 tax rate was set, was \$2,770,863,112 with a resulting tax rate of \$28.86/\$1,000 of valuation.



The public can access much of our assessment data on-line. Assessment data is updated monthly and may be viewed at [www.vgsi.com/derrynh](http://www.vgsi.com/derrynh) for the Town of Derry. If you encounter any issues when using this tool, please report them to the Assessing Division as soon as you can. We will address them immediately. We have found that the VISION system is very user friendly and it has easy look up and reporting routines. Also, there is one workstation in the Public Research Area at the Derry Municipal Center next to the Assessor's Office which is available to access this data. Property record cards are printable from the station and on-line. The on-line feature of the system has and will continue to save Assessing time as appraisers, realtors, attorneys, the general public and the various Town departments can easily access the data on-line.

Other on-line features found at [www.derrynh.org](http://www.derrynh.org) are the Town's tax maps and 'Derry GIS' that has search fields that will locate owners, assessment information, abutters lists, the location of town water and sewer lines and many other features. All this information is available to print from your home or office. We also have links on the Assessing portion of the Town's website for all property tax exemptions and Veteran Credit qualifications and application procedures, as well as Current Use and other information.

We encourage taxpayers to review the reverse side of their tax bills for important collection and assessment information, including assistance that is allowed by State Statute that may be available through this office. All applicants must meet various levels of criteria and filing timelines (April 15th) to qualify for many programs offered. If you feel you may qualify or have questions, do not hesitate to contact the Assessing Department at 603-432-6104.

I want to thank the Assessing Staff, Mark Jesionowski and Sue Conroy for their dedication to this office and going out of their way to help taxpayers. You are both truly invaluable to this office.

The Assessing staff and I wish to thank the public and our other Town departments and staff for their continued assistance and cooperation.

Respectfully Submitted,

*Monica Hurley, CNHA*

Monica Hurley, CNHA

Assessor

Town of Derry

Corcoran Consulting Associates





## FINANCE DEPARTMENT

One of the most important functions of the Finance Department is the development of the annual budget for the next fiscal year. The tax cap used to determine the allowable tax increase was 1.7%. The budget was reviewed in detail by the Town Council; resulting in a projected tax rate of 8.51, which is an increase of 0.8% over the prior year and below the voter approved tax cap. There was an approved use of fund balance for funding overlay, exemptions and tax rate reductions in the amount of \$650,000. While it can be argued that using fund balance to lower the tax rate is not a fiscally prudent decision given it becomes a one-time revenue source, it is anticipated that this amount will be sustainable for the foreseeable future and is a mechanism to return revenues to the taxpayers.

The bond rating for the community was reviewed by Standard & Poor's Investor Services and it is anticipated by the Town's financial advisor that the rating with the next bond issue will be upgraded to AAA. The anticipated increased rating reflects a strengthening economy, strong management environment, good financial policies, stable revenue profile and a strong debt and contingent liability position. Derry will be one of four communities in the State with the highest bond rating.

I am fortunate to have a dedicated staff and thank them for their work effort and professionalism. Specifically, I would like to thank Accounting Manager Mark Fleischer, Payroll and Benefits Administrator Bob McCarthy, Treasurer Allan Virr, Tax Collector Dawn Enwright and her staff, and the Assessing Department: Corcoran Associates, Mark Jesionowski and Sue Conroy.

Separate reports follow for the Assessing and Tax Collection Divisions, providing more details on division operations during the fiscal year.

I look forward to working with the employees, elected officials and residents of the community.

Respectfully submitted,

*Susan A. Hickey*

Susan A. Hickey  
Chief Financial Officer



## TAX COLLECTION DIVISION

The Tax Collector's Office is an integral part of the Town's Finance Department as exhibited by the many transactions processed for the Town residents, including motor vehicle registrations and the collection of revenue for property tax, water and sewer services, and general invoice billings. The office also records and deposits the revenues of all town Departments. Notary Public services are provided to Derry residents at no charge. Each spring the office begins the process of tax liening and deeding of property, as required by state law. The staff works with property owners to educate them on the consequences of falling behind in their property tax payment as well as, educating them on available tax credits and exemptions available.

Working as an agent for the State of New Hampshire Department of Safety, we strive to continually improve the services we provide, as the state increases the types of transactions we are allowed to handle locally. The registering of boats for both Derry residents and non-Derry residents allows Derry to obtain the revenues from transactions which once were processed elsewhere. The issuance of vanity plates has been given to the town once again, allowing us to better serve the citizens.

The acceptance of the credit cards for all transactions at the Tax Collector's windows has provided the ability to accommodate all payment method requests and more fully satisfying the customers experience. The ATM machine located in the lobby continues to benefit those desiring to pay with cash to complete their transactions without leaving the building to secure funds. Online processing of motor vehicle registration renewals, as well as payment of tax, water and sewer services, and general invoice transactions allow the customer to use credit cards and electronic fund transfer to complete their transactions from the comfort of their homes. The ability to complete address change forms on line through the town's web page helps insure correspondence reaches taxpayers in a timely manner.

Motor Vehicle permits issued in FY18 and the revenue from each of the related sources are set forth below:

Motor Vehicle Permits	\$6,033,682
Title Fees	17,426
Municipal Agent Fees	121,534
Boat Registrations	12,601
Transportation Improvement Fees	186,780
Waste Tire Reclamation Fees	<u>107,630</u>
Total	\$6,479,653

We continue to see improvement in the economy, as the Town experienced an increase of \$235,628 in motor vehicle permit revenue, a 3.6% increase over the prior year. The increase in



revenue reflects the economic improvement with an increase in purchases of new vehicles. New vehicles have a higher MSRP which results in a higher mil rate charged. These increased numbers of new vehicle registrations are the reason we have an increase in revenue over the previous year. Municipal Agent transaction fees increased insignificantly in FY18 supporting the minimal increase in the number of registrations. The Town relies on Municipal Agent fees they collect to help cover the administrative costs of providing residents with the state portion of the motor vehicle registration, as well as defray the cost of mailing out courtesy renewal notices and completing online registration renewals. The utilization of the email notification for registration renewal notices has increased, allowing us to send renewal notices to more residents via email. This eco-friendly method of delivering renewal notices reduces the Town's paper and postage expense.

Property tax collection showed an increase of 3.9% collected in 2018 as of June 30, 2018, as compared to the same period for the 2017 fiscal year. However, a portion of that increase is attributable to the increased amount billed in 2018 compared to 2017. Residents now have the option to pay property taxes with credit cards both at the tax collector's office and online through the town's web site. The additional fees for processing online payments are paid to the web payment processing provider; it is not retained as a fee to the Town. Electronic check payment online can be done for a flat fee of \$1.95.

The past year has been a year of little change in the Tax Collection office with just the addition of one part-time employee; Lynn Trahan. She came to us with extensive knowledge and experience in municipal tax and motor vehicle registrations; allowing a very smooth addition to our team of experienced Customer Service Assistants. Our seasoned Customer Service Assistants; Kathi Malloy, Norma Graceffa, Lori Holmes and Kristina Jeanty have embraced the department addition with ease and enthusiasm. This full tax office team works steadily greeting each customer with full attentiveness in addition to accomplishing the workload of the department in a timely manner. The office oversight is headed by me, Dawn Enwright, as the Tax Collector/ Municipal Agent and Stacey Beliveau as the Deputy Tax Collector. We look forward to serving the citizens of Derry in FY19.

The MS-61 Tax Collector's Report for the fiscal year ended June 30, 2016 follows this report.

Respectfully submitted

*Dawn K. Enwright, CTC*

Dawn K. Enwright

Tax Collector/Municipal Agent





## Tax Collector's Report

For the period beginning  and ending

This form is due **March 1st (Calendar Year)** or **September 1st (Fiscal Year)**

### Instructions

#### Cover Page

- Specify the period begin and period end dates above
- Select the entity name from the pull down menu (County will automatically populate)
- Enter the year of the report
- Enter the preparer's information

#### For Assistance Please Contact:

**NH DRA Municipal and Property Division**

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

### ENTITY'S INFORMATION

Municipality:  County:  Report Year:

### PREPARER'S INFORMATION

First Name  Last Name   
Street No.  Street Name  Phone Number   
Email (optional)





New Hampshire  
Department of  
Revenue Administration

MS-61

Debits

Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)		
			Year: 2017	Year: 2016	Year: PRIOR
Property Taxes	3110		\$5,494,936.09	\$2,109.61	
Resident Taxes	3180				
Land Use Change Taxes	3120		\$18,910.00		
Yield Taxes	3185		\$445.05		
Excavation Tax	3187				
Other Taxes	3189		\$405,909.68		
Property Tax Credit Balance					
Other Tax or Charges Credit Balance			(\$10,649.18)		

Taxes Committed This Year	Account	Levy for Year of this Report	Prior Levies	
			2017	
Property Taxes	3110	\$41,022,832.30	\$43,391,261.30	
Resident Taxes	3180			
Land Use Change Taxes	3120	\$124,340.00		
Yield Taxes	3185			
Excavation Tax	3187			
Other Taxes	3189	\$4,478,174.16		
Transfer to Tax	3110		\$41,587.67	

Overpayment Refunds	Account	Levy for Year of this Report	Prior Levies		
			2017	2016	PRIOR
Property Taxes	3110		\$152,419.00	\$72,306.96	
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185				
Excavation Tax	3187				
Water / Sewer	3189	\$1,580.50			
Interest and Penalties on Delinquent Taxes	3190	\$18,387.93	\$96,733.77	\$189.72	
Interest and Penalties on Resident Taxes	3190				
Total Debits		\$45,645,314.89	\$49,591,553.38	\$74,606.29	\$0.00







**New Hampshire**  
Department of  
Revenue Administration

**MS-61**

**Credits**

Remitted to Treasurer	Levy for Year of this Report	Prior Levies		
		2017	2016	PRIOR
Property Taxes	\$36,018,189.04	\$47,716,530.53	\$2,371.68	
Resident Taxes				
Land Use Change Taxes	\$77,490.90	\$8,950.00		
Yield Taxes		\$250.38		
Interest (Include Lien Conversion)	\$18,387.93	\$96,733.77	\$189.72	
Penalties				
Excavation Tax				
Other Taxes	\$4,043,547.87	\$377,045.06		
Conversion to Lien (Principal Only)		\$1,253,647.67	\$2,109.61	
Conversion to Elderly Deferral		\$9,330.43		
Discounts Allowed				

Payments Made	Levy for Year of this Report	Prior Levies		
		2017	2016	PRIOR
Property Taxes		\$83,062.33	\$70,188.60	
Resident Taxes				
Land Use Change Taxes		\$9,960.00		
Yield Taxes				
Excavation Tax				
Other Taxes	\$1,358.35	\$3,877.69		
Transfer to Property Tax	\$11,850.59	\$14,525.77		
Current Levy Deeded	\$6,898.99	\$18,004.64		





**New Hampshire**  
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Revenue Administration

**MS-61**

Uncollected Taxes - End of Year # 1080	Levy for Year of this Report	Prior Levies		
		2017	2016	PRIOR
Property Taxes	\$5,265,086.12			
Resident Taxes				
Land Use Change Taxes	\$46,850.00			
Yield Taxes				
Excavation Tax				
Other Taxes	\$435,593.62	\$6.65		
Property Tax Credit Balance	(\$267,341.85)	(\$371.54)	(\$253.32)	
Other Tax or Charges Credit Balance	(\$12,596.67)			
<b>Total Credits</b>	<b>\$45,645,314.89</b>	<b>\$49,591,553.38</b>	<b>\$74,606.29</b>	<b>\$0.00</b>

For DRA Use Only	
Total Uncollected Taxes (Account #1080 - All Years)	<b>\$5,466,973.01</b>
Total Unredeemed Liens (Account #1110 - All Years)	<b>\$1,577,961.93</b>





**New Hampshire**  
Department of  
Revenue Administration

**MS-61**

**Lien Summary**

**Summary of Debits**

	Last Year's Levy	Prior Levies (Please Specify Years)		
		Year: 2016	Year: 2015	Year: PRIOR
Unredeemed Liens Balance - Beginning of Year		\$771,828.28	\$436,829.64	\$387,987.76
Liens Executed During Fiscal Year	\$1,332,168.85			
Interest & Costs Collected (After Lien Execution)	\$9,592.03	\$52,604.90	\$115,724.47	\$33,479.64
Refunds		\$78,423.06		\$11,399.29
<b>Total Debits</b>	<b>\$1,341,760.88</b>	<b>\$902,856.24</b>	<b>\$552,554.11</b>	<b>\$432,866.69</b>

**Summary of Credits**

	Last Year's Levy	Prior Levies		
		2016	2015	PRIOR
Redemptions	\$497,431.22	\$390,258.70	\$339,758.29	\$99,082.47
Interest & Costs Collected (After Lien Execution) #3190	\$9,592.03	\$52,604.90	\$115,724.47	\$33,479.64
Abatements of Unredeemed Liens		\$7,403.69	\$7,090.25	\$2,635.12
Liens Deeded to Municipality	\$14,928.49	\$29,587.14	\$30,586.97	\$21,912.61
Unredeemed Liens Balance - End of Year #1110	\$819,809.14	\$423,001.81	\$59,394.13	\$275,756.85
<b>Total Credits</b>	<b>\$1,341,760.88</b>	<b>\$902,856.24</b>	<b>\$552,554.11</b>	<b>\$432,866.69</b>

**For DRA Use Only**

Total Uncollected Taxes (Account #1080 - All Years)	<b>\$5,466,973.01</b>
Total Unredeemed Liens (Account #1110 - All Years)	<b>\$1,577,961.93</b>







New Hampshire  
Department of  
Revenue Administration

MS-61

DERRY (119)

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Date

Down

Enwright

8/13/18

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**PREPARER'S CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Down K. Enwright, Tax Collector

Preparer's Signature and Title



## TOWN OF DERRY

### Treasurer's Report June 30, 2018

#### Citizens Bank

Beginning Balance, July 1, 2017 \$ 7,631,495.30

#### Revenue Receipts:

Received from all sources \$ 108,138,234.04  
Interest Earned on Investments \$ 202,787.98

Total Revenue Receipts \$ 108,341,022.02

#### Other Revenues:

Investment Transfers \$ 64,485,000.00  
Trust Funds \$ 2,793,177.07  
ATM Income \$ 389.75  
Total Other Revenues \$ 67,278,566.82

#### Disbursements

Council Orders to Pay \$ 49,150,938.31  
Transfer of State Motor Vehicle Fees \$ 1,967,933.26  
Transfer to Trust Funds (net) \$ 2,566,703.88  
Lockbox Fees/invoice cloud \$ 10,774.00  
Investment Transfers Out \$ 30,000,000.00  
School Payment from Taxes \$ 54,353,428.00  
Voided Checks \$ (301,414.86)  
Electronic Lease and Bond Payments \$ 334,186.84  
NSF Checks & Fees \$ 95,400.51  
Total Disbursements \$ 138,177,949.94

Ending Balance, June 30, 2018 \$ 45,073,134.20

#### Other Accounts

Century Bank Money Market \$ 126,374.57  
Citizens Bank Target Account \$ 3,500,000.00  
Citizens Bank Sweep \$ 63,270.55  
Optima Bank & Trust ICS \$ 11,085,012.69  
Optima Bank & Trust Target \$ 40,011.00

Total Cash Balance, June 30, 2018 \$ 59,887,803.01

Allan D. Virr

Allan D. Virr  
Treasurer





## **DERRY BUREAU OF EMERGENCY MANAGEMENT**

The Derry Bureau of Emergency Management (Derry BEM) leads the community effort to prepare the Town of Derry (the Town) to effectively mitigate, prepare for, respond to, and recover from any natural or human-made disaster. Emergency Management assists other town departments in developing contingency emergency plans and maintains a comprehensive all hazards Emergency Operations Plan. This is an on-going activity which involves bolstering of the Emergency Operations Plan (EOP) and developing policies and procedures to support it. The Derry BEM serves as the coordinating agency among town departments and the conduit for communication with the NH Department of Homeland Security/Emergency Management.

Derry BEM maintains an Emergency Operations Center (EOC) which can be opened any day of the week, at any given time. The EOC is equipped with back-up power, computers, state of the art communication equipment and meeting space for emergency management personnel. The EOC has the ability to monitor weather conditions, communicate with the State of New Hampshire EOC, all town departments and area amateur radio operators. The EOC is also capable of broadcasting emergency information to the public through the internet, local cable television, Low Band AM Radio Station 1610, Twitter (@DerryNHBEM) and an interactive automated telephone communication system (Code Red™). Finally, the EOC coordinates resources, monitors conditions, deliver risk communications, provide coordination among Town departments and emergency services, and coordinate emergency shelter openings as required.

The Town experienced two significant severe weather events over the past year. The first event was a wind and rain storm on October 30<sup>th</sup>, 2017. The high winds caused downed trees and powerlines, power outages and blocked roads. The EOC was open for this event to monitor conditions, communicate with State EOC and coordinate local response activities. An estimated 32% of Derry residents lost power. There were 26 full road closures and 13 partial closures. Only minor structural damage was reported. It took three days for all residents to have power restored. The damage caused by this storm was not extensive enough for a federal disaster declaration.

The second severe weather event, which received a federal disaster declaration, occurred on March 13-14<sup>th</sup>, 2018. This storm was a typical severe winter “Nor’easter” which resulted in nearly two feet of snow to the area. The Town may be eligible for up to 75% reimbursement for expenses associated with this storm. The gross expense to the Town was estimated at \$155,280 related to emergency response and snow removal. A request for federal reimbursement is currently being coordinated by the Finance Department and is under review by the Federal Emergency Management Agency (FEMA).

Derry BEM applied for and received a federal grant in the amount of \$36,699 from the Department of Homeland Security. This grant is being used for upgrades to the AM advisory



radio system that Derry BEM operates. These upgrades are necessary to improve the resilience of the system during severe weather event and give more awareness to motorists when to tune into the radio station. Wireless radio links are being installed between all three transmitter sites and flashing alert signs are being installed at Island Pond Road and Warner Hill Road, Broadway and Birch Street and Ross's Corner. Upgrades will be complete by September 30<sup>th</sup>, 2018.

During this year we have begun the process of incorporating unmanned aerial vehicles (drones) into emergency response and disaster operations. Derry BEM sees drones playing a valuable role in expediting immediate damage assessments following severe weather events as well as roles during certain day to day emergency responses. Initial training has been conducted and eight members of the Fire Department and eight members of the Police Department obtained remote pilot licenses from the Federal Aviation Administration (FAA).

The Derry Community Emergency Response Team (CERT) has continued to train and are poised to support emergency/disaster operations in the community. We continue to recruit and prepare our citizen volunteers. Recently, a Town of Derry resident, Dr. Jay Morris was chosen to officially lead the team as the citizen CERT Coordinator. Dr. Morris has worked closely with the Derry BEM as the team develops. The team is comprised of 30 extremely dedicated town residents. The top priorities are to prepare for establishing and operating an emergency shelter and assisting emergency service personnel with wilderness search-and-rescue operations. Since July 2017, the team has conducted numerous trainings including shelter operations, wilderness line-searching, first-aid/CPR/Narcan administration, amateur (Ham) radio operations, Stop-the-Bleed training, psychological first-aid training and have become certified weather observers for the National Weather Service. Derry CERT members voluntarily participated in the town sponsored, 2018 Touch-A-Truck event at West Running Brook Middle School. Several members recently attended the state-wide Emergency Preparedness Conference. Additionally, a CERT text group has been established with the Derry Fire Department Communications Bureau to rapidly notify, communicate with and deploy the team in case of emergency. The team continues to work closely with area partners including the Londonderry CERT (ALERT), the American Red Cross and Parkland Medical Center. If you are interested in joining or would like more information about the Derry CERT please contact Dr. Jay Morris at (603) 479-4603 / [derrynhcertcoordinator@gmail.com](mailto:derrynhcertcoordinator@gmail.com) or visit the Town of Derry website, Emergency Management page at <https://www.derrynh.org/cert>.

In Conclusion, thousands of people across the country are affected by disasters each year. The Derry BEM strongly encourages citizens to prepare for disasters. Being prepared for a disaster can reduce anxiety/fear and reduce the impact on you and your family. Citizens should be prepared to be self-sufficient for the first 72 hours following a disaster. Citizens can find valuable emergency preparedness information at [www.ready.gov](http://www.ready.gov).





## **DERRY FIRE DEPARTMENT**

The Derry Fire Department is a full-service fire department that provides emergency services and protection from fire, natural and manmade disasters, and medical emergencies. It provides these services through four integrated and related areas within the Department – Fire, EMS, Emergency Communications, and Emergency Management.

The Derry Fire Department provides fire protection through education, enforcement and suppression activities. We respond from four fire stations located throughout the Town, and from Administrative and Code Enforcement offices located in the Municipal Center.

The Derry Fire Department strives to provide a safe, healthy and pleasant environment in which to work in. We accomplish this with a systematic approach which includes programs of preventative maintenance, replacement of outdated inefficient equipment, new technologies and quality products. This report reflects activities and changes made during FY 2018.

### **TRAINING**

Between July 1, 2017 and June 30, 2018 members of the department participated in 11,342 staff/hours of fire, rescue, prevention, and emergency management training. This averages 164.4 hours of training per department member and does not include the additional 48 hours of emergency medical training per department member, our staff is required to complete each year. This Fire/Rescue training was delivered using a variety of techniques including on-line training, traditional classroom training, and hands on practical training. Online training was done through Fire Rescue 1 Academy, FEMA, National Fire Academy, and the New Hampshire Fire Academy.

These training hours also include the hours that many members of the department participated in Fire/Rescue training on their own time and without pay through organizations such as the New Hampshire Fire Academy and New Hampshire Fire Officers & Instructors Association.

This year's training has been focused on basic skills and equipment reviews, training on the new Ladder 4, new driver-operator certification and training, leadership training, human resource training and active shooter training.

Battalion Chief Scott Haggart was able to obtain a grant that allowed members of both the Derry Police Department and Derry Fire Department to conduct planning and receive advanced training on active shooter incidents. The training, Tactical Emergency Casualty Care (TECC) was done through online and traditional classes, combined with patient care simulators and extensive practical drills.





The department upgraded its ice rescue equipment and procedures this year. This new equipment and associated training allow crews to safely perform ice rescues, cold water and flood rescues. Lieutenant Rick Fisher researched the purchase of the new equipment, lead the training, and he coordinated with the Marine Patrol for the entire department to receive boat training.

During the upcoming fiscal year - the training priorities are Trench and Building Collapse Rescue, advanced driver-operator training from Steven's advanced driving school, strategy and tactics based on pre-fire plans of buildings in Derry, continuous refresher training on basic firefighting and technical rescue skills, professional development and succession planning, cancer awareness and prevention.

The New Hampshire Fire Academy continued a grant from the Department of Homeland Security to provide twenty-four hours of training on firefighter safety survival to firefighters throughout the State. This multi-year grant covered course tuition, expenses, and backfill for several members of the Derry Fire Department.

This year saw the completion of a multi-year project. Twelve newer employees have completed the three New Hampshire Fire Academy Driver Operator Certification Programs of All Vehicle, Pumping Apparatus, and Aerial Apparatus; as well as the New Hampshire Safe Boater program. All classes were hosted by the Derry Fire Department with instructors from the N.H. Fire Academy and N.H. Marine Patrol. These certification programs run for a total of 100 hours and augment the months on-duty training each person must have before they are assigned as apparatus drivers or boat operators. Lt. Robert Atwater should be commended for coordinating this project.

## **PERSONNEL**

*During FY18 –member retired or left the Derry Fire Department:*

- Paramedic Sean Beinhaur retired after over twenty years in the fire service and law enforcement, first with Concord Fire Department, then the Vergennes Police Department, and the last 11 years with Derry Fire Department. Paramedic Beinhaur relocated to Vermont where his wife is a hospital administrator and where he is studying Nursing.

*Congratulations to the following members of the Derry Fire Department:*

- Promoted during FY18 - Dispatch Supervisor Chuck Tinkham was this year's Derry VFW Post 1617 Fire Department Employee of the Year. Supervisor Tinkham has coordinated the hiring and training of Dispatchers to meet the accreditation standards of APCO Project 33. He is active with many community functions, is an Army and Desert Storm Veteran, and life-long resident of Derry.



- Lieutenant Robert Atwater was this year's National VFW EMT of the Year. He was nominated for the national award by Derry VFW Post 1617 which recognized Lieutenant Atwater's leadership and commitment to both the Community and Derry Fire Department. For many years, Lt. Atwater has coordinated apparatus and ambulance purchases including coordinating the specification and purchase of the new Ladder 4 (combination ladder and pumper truck). He is also active in coordinating and presenting fire and EMS training for the department. In 2014 - Lt. Atwater was the New Hampshire EMS provider of the Year.
- Firefighter Paramedic Jason Case was the 2017 recipient of the Dr. David Connor Memorial EMS Appreciation Award by the New Hampshire Fire and EMS Committee of Merit. "The Connor Honor" recognizes EMS providers for their unrelenting, heartfelt, dedication to emergency medical services in New Hampshire; their accomplishments will assist in changing the face of the NH Trauma and EMS System. Firefighter/Paramedic Case received this award for his work developing an elderly fall prevention program to include automatic referral notification and follow-up by Rockingham Visiting Nurses Association to assist with providing long term fall related solutions for the patient.

*The Derry Fire Department Welcomes the Following New Members:*

- Firefighter/Paramedic Jason Landry. Paramedic Landry is a graduate of Timberlane High School and grew up in Atkinson. He worked for Trinity Ambulance and is a call-officer on the Atkinson Fire Department.
- Firefighter/Paramedic Zhifeng Lian. Paramedic Lian graduated from Goffstown High and was a part-time firefighter on the Goffstown, New Boston, and Weare Fire Departments. Before becoming a firefighter and paramedic, he worked in the family restaurant.
- Firefighter/Paramedic Brian Croteau. Paramedic Croteau is from Derry and was also a volunteer on the Auburn Fire Department. Before becoming a Firefighter/Paramedic he worked as an electrician.
- Firefighter/Paramedic Thomas Gillis. Paramedic Gillis grew up in Plaistow and was a call-firefighter on the Plaistow Fire Department. He paid his way through Paramedic School by working as a waiter in a busy steak house.

## **FACILITIES**

In Fiscal Year 2018 - the Derry Fire Department completed several facility projects. These projects were considered based on the following criteria: Code Compliance, Health and Safety, Energy Conservation and Life Cycle.

**The Central Station** is located at 131 East Broadway, just west of the Danforth Traffic Circle. The station is a 10,000 square foot facility, of which 3,000 square feet is living area. It was built





and became operational in 1973. The apparatus floor at Central Station is 5,900 square feet of un-insulated space. The Station contains living quarters for up to eight cross trained Firefighter/EMS personnel that are assigned to the station for 24-hour shifts. Daily staffing includes a three to four-member Advanced Life Support (ALS) Engine Company, who are responsible for cross staffing a Rescue Unit/Heavy Rescue Trailers and a Structural Tanker (when staffing allows), a two-member ALS Medic Unit (ambulance) and the Battalion Chief who oversees daily operations and responds in a command vehicle to provide oversight of emergency operations. Members also ensure the operational readiness of a Tower Truck and an additional ALS Medic Unit. Central Station also houses the Emergency Communications Center which is staffed 24/7 dispatching emergency calls for the Towns of Derry, Windham, Chester, Auburn, Southeastern NH Regional Hazardous Materials Team, and coordinate emergency response of the Border Area Mutual Aid District when the Statewide Mobilization Plan is initiated for large scale emergencies.

Central Station had many facility enhancements that were focused on Health & Safety and functionality completed during FY18. The largest was focused on energy conservation which included significant HVAC Duct engineering and design enhancements by our Town's Department of Public Works (DPW). An additional significant project was the installation of Prox-card access which provides security for the members and equipment. A large modern commercial oven was installed that reduces the amount of heat being released. Other projects lead by DPW include; renovation of a large stair case, renovation and modernization of the office utilized by the Battalion Chief to create a more professional environment.

Challenges for the future for this Station include; it is not possible to insulate the ceiling because the flat roof is not engineered to hold snow loads. The equipment and apparatus must be maintained at constant temperatures to maintain readiness and meet NH Bureau of EMS regulations and State RSA. The call volume, as well as the usual operations, requires the apparatus doors to be opened and closed often. The amount of natural gas utilized continues to be greater than we would expect. Further - the Station is challenged by lack of functional storage space for equipment and apparatus. While the station is not ideal - we continue to maintain a strong focus on energy conservation and innovated solutions.

**Island Pond Station** is located at 190 Warner Hill Road. The station is a 5,000 square foot facility which was built in 1978. The Station contains living quarters for up to four cross trained Firefighter/EMS personnel that are assigned to the station for 24-hour shifts. Daily staffing includes a three-person Advanced Life Support (ALS) Engine Company that cross staff an ALS Medic Unit (ambulance), Forestry Tanker, Forestry Unit and a Marine Unit. This Station also houses members and equipment who are responsible for in-house small engine repair on equipment like chainsaws and smaller forest firefighting pumps.



This year at the Island Pond Station - the HVAC duct work was completely replaced with newer ducts to improve the efficiency of the system. In addition, a third zone was added to the living areas to provide better temperature control.

An access control system using Prox-cards was installed on all doors this past year. This was done in conjunction with the other three stations to better separate and secure the employee sections of the station from the public areas.

Crews at the Island Pond Station worked to rehabilitate the Forestry Tanker. The bed, tank and pump were sent out for rehabilitation. A member of the crew designed a new body assembly which was sent out and built to specifications. In addition, several Island Pond crew members worked to replace the head gaskets in the motor. Not only did this save money, it became a matter of pride in that the crew did the work themselves.

English Range Road Station is located at 1 English Range Road. The station is a 4,401 square foot facility which was built in 2001. The Station is staffed full time by 4 shifts of 3 personnel cross-staffing Engine 3, Medic 3, and Forestry 3. All personnel are cross trained for fire and medical response. Recent Station inspections and evaluation showed the station was in good working order and appearance. Energy conservation continues to be a priority at this station. Despite higher heat degree days and lower cold degree days, the energy consumption has remained consistent or lower. This facility also continued with LED replacements of older lighting, further decreasing electric consumption.

Appliance updating, including an energy efficient sanitizing dishwasher and maintenance will allow the station to operate well in the future. Our new relationship with buildings and grounds has benefited this station with small projects completed in a timely fashion without utilizing outside vendors.

We anticipate the State installing a new intersection traffic control system that will help facilitate our responses to emergency calls and create safer traffic patterns through the Bypass 28 intersection.

Hampstead Road Station is located at 74 Hampstead Road. The station was built in 1974 as a 3-bay fire station. An addition to the building was added in 1994 to increase the apparatus bay area, the size of the administrative, living quarters, and a training room totaling 6,800 square feet. The station is staffed full time by 4 shifts of 3 personnel cross-staffing Ladder 4, Engine 6, Medic 4, Utility 4, and Marine 4. All personnel are cross trained for fire and medical response. This Station also houses a 150kw generator and utility trailer for emergency management.

The Hampstead Road Station hosts most of the Department training due to its central location and spacious training room. This training room is also used to host a multitude of public





education classes such as First Aid, Automated Defibrillation, and CPR. The departments self-contained breathing apparatus are also maintained at the Hampstead Road Station.

This was an exciting year for the Hampstead Road Station and the members who are assigned to it - for winning this year's Pride and Ownership Award. The inspections consisted of a detailed assessment of each of the four fire stations. The inspection covered all aspects of facility maintenance that included but not limited too; organization, cleanliness, security, lighting, modernization, energy conservation, and record keeping.

During FY 18 - Hampstead Road Station had fresh paint applied to the interior walls as well as a new commercial washer and dryer installed in a new gender-neutral location to accommodate all members of the Department.

## **FIRE PREVENTION**

Our primary focus is to prevent fires from occurring, minimizing the impact of fires when they do occur, and then determining the origin and cause whenever possible. Home structure fires are the primary cause of civilian fire deaths in the US today. A majority of home fires occur from cooking and heating equipment. Not all fires are preventable (e.g. lightening, earthquakes and arson), but most are. In fact - carelessness, inattention and lack of maintenance are human factors that cause or create the environment for fires to occur.

The Derry Fire Prevention Bureau works daily to help the public properly PLAN, PREPARE & PREVENT tragedy's from occurring. We do this with our comprehensive inspection programs and providing public education to schools and other groups in the community. Our success is dependent on our community connections and the commitment and compassion of every member of the Derry Fire Department.

In FY18 - The Bureau of Fire Prevention conducted 1114 inspection/reviews and provided Public Education to 3090 residents. Fire Prevention Inspections are conducted on all newly constructed buildings for certificates of occupancy, fire systems testing, and general code compliance. Administrative work for the group includes collaboration with the Building Department to ensure code compliance through plans review and code development. We also inspect various existing buildings for fire code violations throughout the year. The work of the Fire Prevention Bureau is often unable to be measured. Without a doubt, the inspection of properties and enforcement of codes reduces the number of fires, property loss, and potential loss of life and/or serious injury. The work of the Fire Prevention Bureau is not only to save lives but also to improve the quality of life throughout the Town. This is achieved by investigating complaints, issuing violations and writing citations when necessary.

In an effort to reduce the loss of life, injury, and property loss in the Town - the Derry Fire Department is dedicated to providing education to the public as part of its mission. This year's Fire Prevention open house brought hundreds of visitors to the fire station where we focused on





providing lifesaving information on the life safety issues that occurred in the Town during the previous year. Some of the items addressed were the hazards of portable fire pits, home fire escape plans and effects of fire with open doors in the home. Ninety-three percent (93%) of all structure fire deaths occur in the home and most of them are preventable. As the hazards presented to the public change - so will the programs offered to the community. While it is a core mission of the Derry Fire Department to respond to and mitigate incidents within the Town, it is also the Department's mission to reduce the number and severity of those incidents by proper code development and enforcement, effective and efficient response and ongoing public education. It is through these continuous and comprehensive education programs that the department maintains a culture of safety in the community. This Public Education is vital to the success of the Derry Fire Department mission.

Please like and follow us on the Derry Fire Department Facebook page for some great life saving tips, public service announcements, and videos. Please let us help you PLAN, PREPARE & PREVENT a tragedy from happening.

#### **EQUIPMENT AND VEHICLE MAINTENANCE**

During this fiscal year, the Department made several purchases as part of our Capital Improvement Plan to replace aging technical rescue equipment. The following equipment was purchased:

- Cordless Reciprocating Saw
- Cordless Hammer Drill
- Corded Hammer Drill
- RES-Q-Jack Lifting and Stabilization Struts (1 set)
- Composite Stabilization Cribbing (2 sets)
- Cordless LED Scene Lights
- Rae Systems All Hazard Air Monitoring Equipment with radiological capability.

The Self-Contained Breathing Apparatus (SCBA) program is managed by Capt. Bruno Soucy and Firefighter Scott Bahan. The SCBA is a critical piece of firefighting equipment allowing firefighters to enter dangerous atmospheres which are encountered during building fires, hazardous materials incidents, etc. The SCBA units are approaching end of their service life. The existing SCBA are not compliant with current National Fire Protection Association (NFPA) standards. The SCBA units are inspected, repaired, and tested by two department members who have been trained and certified as SCOTT service technicians. Having certified service technicians reduces unit downtime and helps reduce overall maintenance expenses. The units are



no longer under parts warranty and are requiring frequent repair. Over time, this will result in increased maintenance costs. The air packs, cylinders, regulators and facepieces are projected to be replaced in FY 2021. The department will seek funding through the federal "Assistance to Firefighters Grant" to offset the cost to the Town.

Lt. Rich Houle manages the Personnel Protective Equipment (PPE) program. This includes structural firefighting ensembles, brush gear, and all allied equipment. Structural firefighting ensembles are replaced every 10 years and each firefighter has two sets to allow the equipment to be decontaminated between uses in an effort to reduce firefighter exposure to carcinogens. This year - 30 sets of structural firefighting ensembles were purchased, 25 as replacement and 5 for newly hired personnel.

The Vehicle Maintenance Division maintains and repairs all fire department vehicles with intent of providing safe and mission ready emergency response vehicles. The Department employs one full time mechanic who is certified as a Master Level III Emergency Vehicle Technician (EVT) in both fire apparatus and ambulances. The mechanic performs preventive maintenance and general repairs. Specialty repairs are completed by contracted vendors.

Several vehicle acquisitions occurred during this annual reporting period. State purchasing contracts and the utilization of a nationwide government-to-government procurement service allowed us to obtain competitive pricing. A cost savings of an estimated \$170,000.00 was realized in the purchase of a wildland engine body which was retrofitted on an existing chassis.

The following vehicles were acquired:

- Ford Interceptor Utility (C1)
- Pierce Ascendant Aerial Pumper (Ladder 4)
- Blanchat Chapparral B8 Type 4 Wildland Engine Body (Forestry Tanker 2)
- Horton International Ambulance (Medic 5).

After significant production delays, Ladder 4 was placed into service in March of 2018 at the Hampstead Road Fire Station. Ladder 4 was purchased in FY 2017; Ladder 4 replaces Truck 4 and fills the roll of both a fire pumper and aerial ladder. Truck 4, a 1995 Pierce Lance aerial platform, was placed in reserve status. Engine 6, a 2000 Pierce Saber pumper, was retired from service in August of 2017 because of significant frame rail corrosion and would not pass annual department of transportation inspection.



## EMERGENCY MEDICAL SERVICES AND AMBULANCE

The Derry Fire Department is accredited through the Commission on Accreditation of Ambulance Services (CAAS) and is known across the state for emergency medical service excellence. The Derry Fire Department is 1 of only 13 municipal fire departments across the country to successfully complete the accreditation process. For over 30 years, our EMS system has been committed to its core beliefs for how pre-hospital medical care should be provided. Our firefighter/EMS professionals engage in continuous review of their performance in an effort to continuously improve their skills the next time out the door; to be better prepared to address the emergency medical needs of the residents, businesses, and visitors of greater Derry.

The Derry Fire Department successfully completed the process of recertifying and relicensing all EMTs, Advanced EMTs, and Paramedics whose National Registry EMT certifications were due to expire in March 2018. The Director of EMS provided National Continued Competency Programs, Local Option and Individual Continuing Education to on-duty personnel. Each Derry Fire Department EMS provider completes no less than 42 hours of National, Local and Individual Continuing Education each calendar year. EMS education is delivered in the formal classroom setting, high fidelity simulation and on-line distributive education. During fiscal year 2018 - 2562 classroom hours of EMS education was provided.

The Derry Fire Department continues to offer Emergency Care and Safety Institute CPR/AED training free of charge to residents and businesses of greater Derry on the third Wednesday of every month. To date - over 2709 residents have been trained in Emergency Care CPR/AED; last year we certified another 127 CPR/AED providers. In addition to the monthly CPR/AED training, the Department has added opioid overdose training to our monthly trainings. Naloxone training and New Hampshire Department of Health and Human Services Naloxone opioid overdose kits are available at no cost to attendees.

As a direct result of the local and state opioid crisis - the Derry Fire Department routinely collaborates with local Public Health Partner's such as: Center for Life Management, Community Alliance for Teen Safety, Greater Derry Community Health Services, Parkland Medical Center, and Professional Firefighters of Derry - Local 4392. The Derry Fire Department and our public health partners have to date offered 9 opioid overdose trainings events to the general public and made available Naloxone overdose kits to any resident desiring one. The Naloxone kits were made available by the New Hampshire Department of Health and Human Services (DHHS) - to date over 450 people have attended both community trainings and department sponsored trainings and have received DHHS Naloxone overdose kits.

The professional men and women of the Derry Fire Department are tasked with an incredible responsibility; responding to the emergency medical needs of areas residents, businesses and visitors. We assume this responsibility by upholding standards of professional practice, conduct and education. We pledge to maintain professional competence, striving always for clinical







excellence in the delivery of patient care. We are proud to have the opportunity to serve our community and look forward to another year of dedicated and committed service.

#### **COMMUNICATIONS /FIRE ALARM DIVISION**

The Derry Fire Department Communications Division is responsible for dispatching fire and emergency medical services for the Towns of Derry, Auburn, Chester, and Windham. Additionally – the Communications Division provides dispatching, record keeping and support for the Southeastern New Hampshire Hazardous Materials Mutual Aid District and is the Coordination Center for the Southern Tier of the NH Statewide Fire Mobilization Plan. Fire Communications Personnel dispatched a total of 8,226 calls for service during fiscal year 2018. This is an increase of 1.1% over fiscal year 2017. We currently staff a minimum of one dispatcher on duty per shift and have a second dispatcher scheduled during our peak times.

During FY18 - The Communications Division worked to execute phase 3 of a radio replacement program as part of our Department-wide capital improvement plan. Our existing portable and mobile radios are 10-15 years old and are becoming increasingly difficult and expensive to maintain. We purchased Motorola APX portable and mobile radios. This was year 3 of a 5-year implementation plan.

The Communications Division continues to conduct several training initiatives. Each month - Dispatchers participate in several in-service training programs to maintain their skills and proficiency in different areas of responsibility. Further, Dispatchers participate in bi-monthly training meetings where they are required to present training to the other Dispatchers in an educational, didactic, or hands on format. These training initiatives are not only important to the success of the individual dispatchers but are proven and validated by the successful Quality Assurance/Quality Improvement program and its results.

The Derry Fire Communications Center is one of three Communications Centers to have obtained APCO Project-33 accreditation of our training program. We are now the only Communications Center in NH to maintain an ongoing Quality Assurance/Quality Improvement program that is modeled after and meets or exceeds nationally recognized QA/QI standards. In FY18 the Communications Center staff recertified the APCO Project-33 accreditation.

The Communications Division is active on social media maintaining Facebook, Twitter, and Instagram accounts as a means to better communicate information to the public and citizens we serve. We also maintain a Twitter account for the Derry Bureau of Emergency Management. We continue to urge citizens to sign up for the Code Red Emergency Notification System to be notified by phone, text, or email in the event of an emergency.

The Derry Fire Department is fortunate to have such a dedicated, talented, and well-trained staff. We look forward to FY19 and beyond.



**Derry Fire Department**  
**Fiscal Year 2018 Statistics**

<b>Fire and Rescue Responses by Type</b>	
Building Fire	19
Vehicle/Heavy Equipment Fire	10
Brush	20
Fires - Other	33
Alarm Activation - No Fire	421
Hazardous Condition	225
Good Intent	457
Service Call	683
Emergency Medical Services	3223
<b>Total Responses</b>	<b>5091</b>

<b>Contracted Ambulance</b>	<b>Responses</b>
EMS Calls for Auburn	273
EMS Calls for Chester	222

<b>Simultaneous Incidents</b>	<b>Occurrences</b>	<b>Total</b>	<b>Simultaneous Incidents</b>
Single Call	2199	2199	N/A
Two Calls Simultaneously	543	1086	1086
Three Calls Simultaneously	236	708	708
Four Calls Simultaneously	84	336	336
Five or More Calls Simultaneously	114	762	762
<b>Totals</b>		<b>5091</b>	<b>2892</b>
			<b>57%</b>

<b>Calls by Day of the Week</b>	
Monday	868
Tuesday	728
Wednesday	706
Thursday	713
Friday	728
Saturday	748
Sunday	600
<b>Total</b>	<b>5091</b>



<b>Mutual/Automatic Aid Given</b>	<b>Incidents</b>
Auburn- Mutual Aid	15
Candia	1
Chester- Mutual Aid	2
Hampstead	21
Hooksett	1
Kingston	1
Litchfield	2
Londonderry	130
Manchester	8
Pelham	5
Raymond	2
Salem	21
Sandown	8
Windham	65
<b>Total</b>	<b>282</b>

<b>Mutual/Automatic Aid Received</b>	<b>Incidents</b>
Auburn	8
Chester	9
Hampstead	7
Hudson	5
Londonderry	51
Manchester	3
Plaistow	1
Salem	16
Windham	30
<b>Total</b>	<b>130</b>

<b>Emergency Calls Dispatched</b>	
Derry	5091
Auburn	582
Chester	423
Windham	2091
Hazmat Team Requests	39
<b>Total</b>	<b>8226</b>





<b>Community Risk Reduction - Public Education</b>		
	<b>Occurrences</b>	<b>Attendees</b>
Educational Facilities	18	1956
Fire Station Tours	6	84
Public Safety Programs	18	523
Fire Extinguisher Training	4	77
Fire Station Open House	1	450
<b>Totals</b>	<b>47</b>	<b>3090</b>

<b>Fire Prevention Inspections</b>	<b>Occurrences</b>
Certificate of Occupancy	112
Existing Occupancy	119
Educational Facility	37
Places of Assembly	102
Daycare Facilities	8
Gas Piping – Residential/Commercial	340
Oil Burner	71
Gas Burner	323
Wood Stove/Fire Place	2
<b>Total Inspections</b>	<b>1114</b>

<b>Permits Issued - Plans Review</b>	<b>Occurrences</b>
Outside Burning Permits	1928
Assembly Permits	102
Blasting Permits	4
Gas Piping Permits	296
Gas Burner Permits	275
Oil Burner Permits	52
Building Plans Reviewed	27
<b>Total Permits and Plans Reviewed</b>	<b>2684</b>



## DERRY POLICE DEPARTMENT

Over the past year, the Police Department has continued to rebuild. We are still not at our authorized contingent of officers but are getting closer with only three patrol officer vacancies remaining to fill.

Since June of 2017, the Police Department has hired Officers Michael Accorto, Samuel Troy, Ryan Call and Timothy Underhill, who completed the NH Police Academy in April of 2018. Those officers completed their respective field training assignments and are now working as solo patrol officers assigned to various shifts. Additionally, Officer Blake Ferry began employment in April of 2018. He completed the NH Police Academy in August of 2018 and will complete field training in the fall of 2018. Recruitment efforts continue in earnest with a goal of filling remaining vacancies as quickly as we can.

During calendar year 2017 we received 29,854 requests for police service. This number represents an increase from 24,316 the previous year, a 23% increase in activity. The total number of crimes reported increased slightly from 3,244 crime reports to 3,339 which represents a 3% increase over the previous year.

Staffing our bike patrols and running shifts at full complement continues to be problematic for us as we struggle to fill vacancies in our ranks. Officers on patrol have less available time to spend on self-initiated activities such as traffic enforcement and directed patrols, which are typical crime prevention strategies that often lead to additional crime reports and arrests.

We are continuing the process of policy review and updates with an eye toward compliance with the Commission for Accreditation of Law Enforcement Agencies nationally recognized accreditation standards. As we move through the next fiscal year and our staffing levels improve, we will be able to dedicate additional time to that very important project.

In FY 18 our prescription drug collection efforts resulted in the collection of over 400 pounds of prescription drugs at the National Drug Take back events held in April and October of each year. In addition, our collection efforts via our regular drug drop box located in our lobby have resulted in excess of 4,800 pounds of drugs collected since our efforts began in 2013.

This past year we replaced all our two-way mobile radios with all band radios giving our officers greater capabilities for interoperability with other first response agencies.

The town also became the first municipality in the state when we became FirstNet customers. FirstNet is a nationwide broadband network built by AT&T, dedicated to public safety first responders and provides priority and pre-emption services for all our cellular devices. Derry is well prepared to take advantage of the latest technologies available to first responders by being FirstNet subscribers.

This past year we along with the Fire Department began a project to replace all our aging public safety two-way radio infrastructure. The \$1.6 million-dollar project will provide our public safety personnel with the latest technology to better serve the community and provides redundant interoperability between the two departments. The project will be completed during the next fiscal year.

In FY 18 the department began a drone program by purchasing two drones and certifying 7 officers with remote pilot certifications. One of the units is configured with an infra-red camera allowing for searches



at night if needed. The drones will be used for search and rescue missions, motor vehicle accident and crime scene mapping and reconstruction as well as other community relations events. Recently we used aerial footage collected via a drone to present a traffic safety seminar at one of the senior living facilities.

Our community relations staff participated in the highly successful Touch- A Truck event this past May, and as in the previous year, the event was a great hit. We disseminated 200 bicycle helmets to youngsters after they were personally fitted by our staff. During the event members of the community got a chance to see several of our vehicles and staff up close.

Community Relations staff also conducted a highly attended child protection safety event sponsored by Walmart. During the event, 8 teams of officers from our agency and surrounding agencies checked and installed 29 child safety seats in vehicles.

The opioid crisis in New Hampshire has significantly impacted Derry. Our officers responded to 124 overdose emergencies in the last year with 13 persons losing their lives to the drug. We are experiencing an epidemic in Derry with these drugs and analogs. We are responding by attempting to identify and prosecute dealers by working in conjunction with other law enforcement agencies to share information on suspected dealers/offenders and enhancing our training to assist people we encounter who may be experiencing substance misuse issues.

We aggressively investigate each incident to determine who provided the drug and intend to hold the seller accountable for providing the drugs through prosecution of the offender.

We recently trained all our officers in the administration of NARCAN, a lifesaving drug used to reverse the effects of opiates. Within a few days of deploying the NARCAN kits, our officers had occasion to administer the drug and save an overdose victim. Since initial training and deployment, our officers have administered the drug 12 times to overdose victims.

The number of deaths due to overdose seemed to stabilize this year, which may be related to the public's training and access to NARCAN.

We continue to receive reports from residents who are the victims of telephone schemes, such as IRS frauds, vehicle warranty scams and 'computer virus' scams. There are newer scams that involve offering to lower credit card rates and pay off school loans. The lottery winner scam continues to be successful where thousands of dollars are being stolen from our victims who believe they are paying handling fees or taxes on their non-existent winnings. These calls typically come from "spoofed" telephone that are untraceable to a point of origin.

Detectives received additional training in computer forensics. The Secret Service asked us to participate in an advanced training that will broaden our ability to investigate computer crime. The training is extensive and conducted in phases. When the detective assigned receives the advanced training in FY 2019, the Secret Service will provide hardware and software for our use in investigating computer crime.

Investigators continue to work on a regional task force, ICAC (Internet Crimes Against Children). We solved or enhanced several criminal cases during the year where child predators were attempting to meet children for inappropriate contact.







Derry Police and Derry Fire Departments have developed a Rescue Task Force (RTF). This team will be deployed to enhance life-saving efforts in the event of an Active Shooter incident in our community. The team participated in training provided by New Hampshire Homeland Security to further enhance their knowledge and effectiveness.

We worked with the Derry School District and Pinkerton Academy to develop State mandated emergency plans. Both of those entities have strong plans they can rely on for a multitude of emergency issues.

We presented Active Shooter Response training to the entire staff of the Derry School District (approximately 500 members) at the end of the school year. The training is intended to enhance survivability for everyone and was well received.

As staffing improved we were able to assign an officer as SRO to the middle schools. They had a very challenging year. The SRO was much needed and had an immediate positive impact on the problems occurring there.

Detectives provided an Internet Safety presentation to the State PTA at their annual conference. We've done this for several years consecutively at their invitation.

Hood Park activity quieted down when school started in September. We continued to patrol and monitor activity there by making frequent visits to the park each shift. Cameras were added to the park. Our staff continues to strictly enforce the curfew times consistent with the town ordinance regulating park usage.

The Animal Control Bureau is still working on a long-term custody investigation which has been ongoing after almost four years. Two dogs are still in foster care as the case progresses through various legal proceedings.

The Animal Control Officer suffered a dog bite on her hand while working with an impounded dog.

Improvements were made to the Kennel area floor which make it much easier for staff to clean and sanitize the floor.

There are currently 4,911 dogs licensed in Derry

Respectfully submitted,

*Edward B. Garone*

Edward B. Garone  
Chief of Police



**Derry Police Department  
Offenses Reported  
2007-2017**

<b>Group A Offenses Reported</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Arson	17	26	21	24	27	19	14	15	8	5	7
Assaults	771	761	823	889	1012	936	825	885	777	718	704
Burglary	164	143	154	209	218	190	139	109	109	60	45
Drugs	154	128	142	133	137	180	183	302	334	335	346
Forgery	26	21	42	45	56	63	55	56	30	19	28
Fraud	173	160	155	156	183	191	186	264	179	236	225
Homicide	1	0	1	0	1	0	0	0	0	1	0
Kidnapping	5	9	12	3	13	5	12	6	6	4	2
Robbery	22	10	11	19	12	5	5	8	10	8	6
Sex Assaults	55	49	43	47	60	57	55	57	51	44	38
Stolen Property	26	51	44	94	69	103	60	70	60	63	46
Theft	541	620	635	676	725	714	616	630	556	522	380
Vandalism	519	496	537	497	470	365	326	331	230	247	297
Vehicle Theft	60	63	61	51	41	40	34	21	39	37	25
Weapons Violations	12	7	10	11	9	12	10	4	7	8	8
<b>Sub Total</b>	<b>2546</b>	<b>2544</b>	<b>2691</b>	<b>2854</b>	<b>3033</b>	<b>2880</b>	<b>2520</b>	<b>2758</b>	<b>2396</b>	<b>2307</b>	<b>2157</b>
<b>Group B Offenses Reported</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
All Other Offenses	630	657	660	621	603	642	536	583	512	576	794
Bad Checks	17	13	13	8	8	12	21	23	22	10	7
Disorderly Conduct	26	26	26	20	20	29	43	33	33	22	52
DWI	117	100	93	66	91	108	114	120	96	97	80
Family Offenses	27	27	30	32	15	29	30	36	32	32	38
Intoxication	80	89	86	113	112	69	52	60	57	72	79
Liquor Law Violations	128	125	108	55	80	59	44	48	33	37	46
Runaways	69	102	63	72	80	55	34	12	10	50	56
Trespassing	58	60	28	61	62	48	45	56	32	41	30
<b>Sub Total</b>	<b>1152</b>	<b>1199</b>	<b>1107</b>	<b>1048</b>	<b>1071</b>	<b>1051</b>	<b>919</b>	<b>971</b>	<b>827</b>	<b>937</b>	<b>1182</b>
<b>Total Group A and B Offenses</b>	<b>3698</b>	<b>3743</b>	<b>3798</b>	<b>3902</b>	<b>4104</b>	<b>3931</b>	<b>3439</b>	<b>3729</b>	<b>3223</b>	<b>3244</b>	<b>3339</b>



**Derry Police Department  
Other Activity Totals  
2007-2017**

Activity	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Incidents Logged	22411	22163	23438	26273	27365	26264	26490	25207	22042	24316	29854
Arrests & Summonses	1397	1302	1339	1311	1286	1411	1374	1409	1072	1248	1206

Traffic	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
MV Accidents	846	763	723	708	686	707	741	804	870	892	841
Total MV Stops	6260	5942	6703	7253	7828	7251	7635	6104	4170	5982	8942
Summonses	885	744	831	1186	1054	962	1056	904	505	772	1013
Warnings	5220	4974	5491	5786	6489	6119	6445	5118	3648	5134	7856
Parking Tickets	698	427	342	495	814	836	873	778	392	675	922

**ANIMAL CONTROL BUREAU  
Statistics**

	FY 2017	FY 2018
TOTAL REVENUE	\$5,520	\$4,373
CALLS FOR SERVICE	662	800
DOGS PICKED UP	120	85
DOGS RETURNED TO OWNER	114	81
DOGS BROUGHT TO SHELTER	6	8
LIVESTOCK AT LARGE	16	21
WILDLIFE CALLS	69	133
WILDLIFE PICKED UP – DEAD	46	49
VERBAL WARNINGS ISSUES	82	111
NUISANCE ABATEMENTS	91	52
COURT SUMMONS	4	6
DOG BITES	47	50
CRUELTY INVESTIGATIONS	67	62
EUTHANIZED	0	0





## PUBLIC WORKS DEPARTMENT

The Public Works Department provides a wide range of services to the residents we serve. The Department is tasked with providing vital community services such as maintaining the roads during winter, processing solid waste, delivering safe drinking water, treating wastewater, parks and recreation management, engineering and code enforcement. The employees of the Public Works Department are a skilled and professional group who stand ready to provide these services on a daily basis.

The highlights of the Department's divisions are noted below:

### ENGINEERING

The Engineering Division provides technical support to a number of DPW divisions. The division reviews and inspects subdivision/site plans, and designs sewer and water system improvements.

The Engineering Division monitored construction progress at a number of locations including new frontage subdivisions and multi-family apartment complexes.

Division staff assisted the Planning Board through participation in weekly Technical Review Committee (TRC) meetings to review plans in advance of Planning Board hearings.

Several roads were reclaimed and/or overlaid through the pavement management program. The department also worked to program an additional \$578,000 granted to the Town of Derry from enhanced local aid approved through Senate Bill 38 (SB 38).

Water main improvements were completed along Route 28 south to Ryan's Hill, Frost Road, Lawrence Road, Stark Road and Blunt Drive. Also, the first phase of the Brady Avenue sewer and water improvement project started in FY 18, with an anticipated completion date of September 2018.

### BUILDINGS & GROUNDS DIVISION

The Buildings and Grounds Division continued to provide excellent service to the facilities it maintains throughout town. In addition to providing regular custodial service and maintenance at the Municipal Center, Veteran's Hall, Adams Memorial Building, and the Police Station, the division also assists with some repairs at other municipal facilities.

The Division expanded its responsibilities for maintenance repairs to the four fire stations this year. By utilizing in house personnel for HVAC repairs and contracts the Public Works Department has with vendors for other services, there should be a savings. The Buildings and Grounds Division is working closely with the house captains at each station to determine necessary upgrades and repairs to structural and mechanical systems. The Parks Division continues to complete projects such as painting and drywall repair at the fire stations during winter months.



## CEMETERY DIVISION

The Forest Hill Cemetery remains very well groomed and beautiful as ever. Many residents take advantage of its park like setting as a nice place to walk. Residents are reminded to please leave their dogs at home while walking in the cemetery as dogs are prohibited from the cemetery with the exception of service dogs.

There was a total of 78 burials over the past year at Forest Hill Cemetery, comprised of 36 full and 42 urns. Cremation burials continue to grow in popularity and account for over fifty percent of all interments.

The severe winter storms which seem to have become more frequent in recent years has caused the Public Works Department to close the cemetery for periods of time until the roadways can be plowed. The Public Works Department respectfully requests that visitors to the cemetery refrain from driving in the cemetery until the roadways have been plowed.

Plot owners are reminded to please follow the regulations for the Forest Hill Cemetery regarding the installation of planters, shrubs, and other items in the cemetery. Any questions can be directed to the Public Works Department at 432-6144.

## CODE ENFORCEMENT

The total number of construction permits issued for the year remained consistent with the previous year although total revenues were somewhat lower due to some major commercial projects that did not get underway. It is anticipated that these projects will get developed during the current fiscal year. Overall, both residential and commercial activity remains strong and should continue into the coming year.

The Code Enforcement Division is responsible for plan review and inspection of all types of construction. The Division is also responsible for zoning administration, code compliance and response to resident's complaints and concerns. These aspects of Code Enforcement consume a large portion of staff's time and resources as typical complaints require inspection, notification, re-inspections, and in some cases, legal action.

The Division oversees the Health Department and works with the Health Officer to address health related issues.

The Division is also responsible for property maintenance issues and are members of the Property Maintenance Committee, which meets on a regular basis to identify and discuss strategies to deal with blighted properties.





OFFICE OF THE BUILDING INSPECTOR TOWN OF DERRY, 14 MANNING ST PERMITS				
TYPE OF PERMIT	# ISSUED	COSTS	PERMIT FEE	REINSPECTION
COMMERCIAL	63	3,060,966.38	24,665.20	
DEMOLITION	21	125,200.00	1,000.00	
ELECTRICAL	460	2,000,102.81	21,163.25	
FAILED & NEW SEPTICS	66		3,600.00	
INDUSTRIAL				
MASONRY/CHIMNEYS	6	0.00	175.00	
NEW RESIDENTIAL	43	7,723,600.00	84,570.21	
PLUMBING	163	939,245.00	6,833.00	
ADDITIONS/RENOVATIONS	315	7,020,435.92	51,523.12	
SIGNS	38		1,753.25	
UTILITY SHED				
WELLS	32		1,155.00	
<b>TOTALS</b>	1207	20,869,550.11	196,438.03	
Total fees for Fiscal Year - \$ 196,438.03				

### HIGHWAY DIVISION

The Highway Division had another busy winter. Snow accumulations were above normal and those that wished for a white Christmas got what they wished for as Public Works employees worked Christmas day to keep the roads of Derry safe for motorists.

New crosswalk devices were installed at two busy crossings on Broadway. The Rectangular Rapid Flashing Beacons (RRFB's) were purchased and installed by Highway Division employees at the crosswalks near McAllister Ct. and near Central St. These devices appear to be effective in gaining the attention of motorists.

In a continued effort to keep the fleet in good working order, an eighteen-year-old Mack ten-wheel dump truck was replaced. The Highway Division also took delivery of a new Dodge 5500 with plow, wing and spreader to supplement to snow fighting fleet. It is becoming increasingly challenging to attract contractors to plow municipal roadways.

Derry experienced a "Bombogenesis" on October 29<sup>th</sup> and 30<sup>th</sup> which knocked out power to 450,000 electric customers in New Hampshire. Storms with intense winds and rain or snow seem to be more frequent than they were in the past. In fact, the top five power outages in New Hampshire have occurred in the past decade.

Multiple roads were reclaimed, milled, and resurfaced in the past year continuing the town's proactive approach to pavement management. Streets upgraded last year:

Adams Pond Rd (Wright Rd to #47), Birch St (East Broadway to #34, Birch St Collision shop),



Fordway, Heather Lane, Overledge Dr, Overledge Dr Ext, Peabody Rd, Peabody Rd Annex  
Perley Rd, Twilight Path, Brady Ave, Humphrey Rd, and Lorri Rd, Humphrey Rd, and Lorri Rd

## PUBLIC HEALTH

The Town of Derry Public Health Department provides local health services which include: inspections of food service establishments, daycare facilities, and foster care homes; administration of the mosquito control program; investigating residential complaints; and responding to questions regarding community health. Local public health services are managed by a part-time Health Officer and a part-time Program Assistant and are funded by fees and tax revenue. The Derry Town Council reviews and develops the local public health ordinance.

### **Food Service Inspections**

The Town of Derry has approximately 179 Food Service Establishments, each of which requires a minimum of two inspections annually. The Derry Health Officer is responsible for these inspections, as well as enforcing the New Hampshire Chapter He-P 2300 Sanitary Production and Distribution of Food, and the U.S. Public Health Service FDA Food Code 2009.

During Fiscal Year 2018, the Derry Health Officer:

- Completed all required inspections of Food Service Establishments.
- Responded to Town of Derry food service establishment and/or illness complaints.
- Attended quarterly self-inspecting town meetings held by NH DHHS, Division of Public Health Services-Food Protection Section.
- Completed NH DHHS Food Protection Epi-Ready Foodborne Illness Outbreak Training.
- Renewed ServSafe Certification with the ANSI accredited National Restaurant Association.
- Completed FDA Food Code course training sessions.

### **Resident Health Complaints**

The Derry Health Officer coordinates inspections with the Derry Code Enforcement Director, as well as the Derry Fire Inspector.

During Fiscal Year 2018, the Derry Health Officer:

- Responded to complaints regarding air and water quality, lack of heat and hot water, rodent and insect infestations, mold issues, trash and squalor conditions, and other health related concerns.
- Attended the NH Health Officers Association Workshops.

### **Day Care and Foster Care Inspections**

The Derry Health Officer, as required by the State of New Hampshire, conducts inspections of licensed day care facilities and foster care homes, each approximately once every three years. However, an inspection and possible follow-up inspections are required if a complaint is filed against one of these types of facilities.

### **Mosquito Surveillance and Control Program**

The Derry Town Council annually budgets for activities conducted under the Town's Mosquito Control Program, including larviciding, trapping/testing mosquitoes for infectious diseases, and adulticiding (if necessary). Mosquito spraying is conducted in coordination with the Derry





Cooperative School District, Pinkerton Academy, Derry Parks & Recreation, as well as local churches and beekeepers.

## PARKS & RECREATION DIVISION

During fiscal year 2018, the Parks & Recreation Division continued to provide programming, activities, and leisure related services for the Town's residents. Attendance and enrollment remained consistently strong at seasonal locations, particularly at both Gallien's Town Beach and Don Ball Park. Partnerships and collaborations amongst the various athletic leagues and organizations remains an invaluable component for providing high quality athletic and recreational opportunities for the youth in the greater Derry area.

The Division continued to efficiently maintain the numerous park areas, facilities, and fields under its jurisdiction. A great deal of focus and attention has been placed upon cyclical maintenance and making sure that the Town's athletic fields are in pristine condition for our leagues and residents. A significant amount of time is spent on overall turf management, which includes edging, dragging and raking infields, field setups and lining prior to games, maintenance of irrigation systems, and ensuring that routine fertilization is completed. Overall, the Division remains proud of the accomplishments made throughout the park systems and are devising plans for future development, expansion and revitalization of all facilities.

The Division's once again received stellar results from our annual safety audit, in which Primex concluded that the Town's playground equipment is safe, in compliance with all codes, and is being exceptionally well maintained. The Division officially opened two pickle ball courts at Alexander-Carr in August, which has been a resounding successful addition to our park system. Due to increased use, additional amenities, such as new fencing, lighting, have been installed, as well as the creation of designated picnic area.

The Division continues to directly facilitate numerous programming, activities, and special events. Attendance at special events, such as the summer concert series, July 4<sup>th</sup> Fireworks, Downtown Trick-or-Treat, and many others, has significantly increased over the last several years. The Division remains committed to incorporating new programming and services when plausible.

The Parks & Recreation Division, along with the greater Derry community, suffered a very personal loss with the passing of Don Ball. Don Ball was a mentor to countless individuals, a tireless volunteer, advocate, and compassionate individual who remained committed to helping people along the way. As a volunteer, as well as the Director of Parks & Recreation, he was personally responsible for creating many of the existing programs, leagues, and parks systems that still exist and thrive to this day. His lasting legacy and impact upon the Town is immeasurable. The Parks & Recreation Division remains committed to Don's vision, his principles, and sense of community and will strive to incorporate and preserve those ideals in all of its programming and park development for future generations to come.





### TRANSFER STATION DIVISION

The Town of Derry offers a full-service drop-off center for trash and a number of recyclable commodities. Transfer Station staff markets these materials for revenues to offset the tax rate. In addition, fees are charged for several items such as construction and demolition debris, refrigerators, mattresses and computer monitors. The Transfer Station is open 6am to 330pm, Tuesdays through Saturdays.

Trash from the Transfer Station is brought to the Covanta incinerator in Haverhill, MA at a cost of \$64 per ton for calendar year 2017 and \$66 per ton for calendar year 2018.

Domestic recycling markets were under severe stress due to new stringent quality control measures instituted by the Chinese government. This policy led to a glut of recycled paper and a depression in prices as a significant amount of the product was being rejected. Fortunately, the product Derry can provide is cleaner than most, allowing it to be accepted by most recycling outlets. Residents are reminded to continue their efforts to properly separate the various products and not to throw plastic bags with recycling products such as cardboard and paper.

Revenues from commodity recycling and user fees were \$650,751 in FY 2018. Revenues from construction and demolition debris fees were at record highs due to sustained residential building activity and property cleanouts after a property is sold. Commodity revenue unit prices for paper were weaker due to the quality control measures instituted by the Chinese government. Other products such as aluminum, scrap metal and cardboard saw improved pricing as the year progressed.

### VEHICLE MAINTENANCE DIVISION

The Vehicle Maintenance division is responsible for management of the DPW vehicle fleet. The division works proactively to perform preventative maintenance on the fleet in an effort to lengthen the useable service life of each vehicle. There is a full-service garage where oil changes, safety inspections, and heavy equipment repair are completed.

Division personnel assisted with creating specifications for procurement of replacement equipment and vehicles approved in the FY 2018 budget. Major capital purchases included a 10-wheel dump truck for Highway, an aluminum trash trailer for the Transfer Station, one pickup truck and four RAM 5500 trucks each equipped with plows. The capital improvements serve to keep the fleet in good working order by replacing older equipment while minimizing down time due to excessive mechanical failures. Corrosive action from salt exposure continues to negatively impact the fleet.



## WATER DIVISION

During the drought of the summer of 2016 Derry saw record water usage throughout Town. Expectedly, water usage returned to relatively average levels in FY18. Derry's water demand decreased from FY17 to FY18 by 7.2%. Retail water sales subsequently decreased from \$1.346M to \$1.267M in FY18. Derry purchased an average of 1.48 million gallons per day (MGD) of water from Manchester Water Works. Derry's peak bimonthly summer water demand dropped significantly from 2.16 to 1.83 MGD. This continues to remain well below our maximum allocated water capacity of 2.9 MGD leaving ample water supply available for Derry's future growth.

### FY2018 MUNICIPAL WATER STATISTICS

WATER SYSTEM	No. Service Connections		PURCHASED WATER (CORE)/WELL PRODUCTION (CWS)		CHANGE FROM PRIOR YEAR	WATER SALES		CHANGE FROM PRIOR YEAR	UNBILLED WATER	
	FY2017	FY2018	FY2017	FY2018		FY2017	FY2018		FY2017	FY2018
AUTUMN WOODS CWS	29	29	2,588,844	2,184,932	-16%	2,869,687	2,285,349	-20%	-10.8%	-4.6%
RAND-SHEPARD HILL CWS	60	60	5,511,242	5,549,382	0.7%	5,665,457	5,355,104	-5.5%	-2.8%	3.5%
WILLOW BEND CWS	23	23	2,074,750	1,823,257	-12.1%	2,191,535	1,821,021	-16.9%	-5.6%	0.1%
DERRY CORE WATER SYSTEM	3943	4036	578,049,596	539,759,800	-6.6%	513,959,993	487,465,242	-5.2%	11.1%	9.7%
TOTALS ALL SYSTEMS	4,115	4,148	592,129,433	549,317,371	-7.2%	528,709,214	496,926,716	-6.0%	10.7%	9.5%

### *All Units in Gallons*

In July 2018 Derry saw a 2.5% wholesale water rate increase from Manchester Water Works (MWW) from \$1.11 to \$1.14 per 100 cubic feet. After a series of increases by MWW totaling 12.5%, Derry's water rates were increased for the first time in 4 years by 4% for the average bill.

In FY18 the Route 28 Water Improvements Project was completed making public water service available to 123 Derry properties along a portion of Route 28 and along Frost, Lawrence, Blunt and Stark Roads. This project, funded in large part by the State of NH MtBE Bureau, will ensure safe reliable drinking water for residents whose private wells are or may become contaminated with the gasoline ingredient, MtBE or any other contaminant.

Annual maintenance activities included flushing of the distribution system, service and gate valve maintenance, hydrant inspections, cross connection control inspections and booster station repairs.

At the closing of FY18, Derry's Water Systems were in compliance with all EPA primary drinking water quality standards. Copies of the Town's annual Water Quality reports are available to all our customers on the web at <https://www.derrynh.org/waterqualityreports> and at the Department of Public Works. Customers may also request a copy at any time to be mailed to them by calling the Department of Public Works.





## WASTEWATER DIVISION

The Derry Wastewater Treatment Plant accepted an average of 1.6 million gallons per day (MGD) of raw sewage. This included an average of 107,000 gallons per day from the Town of Londonderry. Derry's treatment capacity remains at 3.0 MGD with the third lagoon remaining out of service. The average annual wastewater discharge flows from the Derry Wastewater Treatment Plant to the Merrimack River averaged 1.6 MGD. Billable sewer usage decreased 2.6% from FY17 to 346 million gallons while we added another 14 new connections.

### FY2018 MUNICIPAL SEWER STATISTICS

SEWER STATISTICS	FY2014	FY2015	FY2016	FY2017	FY2018	CHANGE FROM PRIOR YEAR
Average Sewer Influent (MGD)	1.4	1.51	1.37	1.53	1.6	4.6%
Total Sewer Influent (MG)	570.3	552.9	501.4	557.4	581.3	4.3%
Average Sewer Effluent (MGD)	1.45	1.58	1.47	1.6	1.64	2.5%
Total Sewer Effluent (MG)	588.5	576.5	536.5	576.6	598.1	3.7%
Number of Sewer Connections	3,096	3,100	3,116	3,130	3,144	0.4%
Billed Sewer Usage (MG)	351	355.5	350.3	355.3	345.9	-2.6%
Billed Sewer Usage (MIL \$)	\$ 2.05	\$ 2.06	\$ 2.05	\$ 2.11	\$ 2.12	0.5%

*MGD = Million Gallons per day*

*MG = Million Gallons*

NHDOT's work on the I93 widening project continued in FY18 with the installation of a new pipeline sleeve under the northbound lanes of the highway in the area of Pillsbury Rd. in Londonderry. This will allow the installation of a new larger sized effluent discharge force main pipeline which will improve Derry's treated sewer discharge capacity to the Merrimack River. This work is expected to continue into FY19 and be completed in FY20.

The first phase of the new Brady Ave. sewer was completed in FY18 which made public sewer available to 25 properties with aging septic systems. The second phase will be completed in early FY19. Sewer rates remained unchanged in FY18 at \$3.23 per 100 cubic feet.

Derry's WWTP accepted 167,100 gallons of holding tank septic wastes from Derry residents. There are approximately 7,100 properties within the Town of Derry with private onsite septic disposal systems which generate an estimated 2.4 million gallons of raw septage each year.

Maintenance activities continued in FY18 including cleaning and CCTV inspections of sewer pipelines and manholes, cleanouts and air release valves, as well as pump station maintenance and repairs. A detailed report of the division's maintenance work is reported annually to the NH Department of Environmental Services and is available at the DPW offices.



The Wastewater Division continues to comply with all EPA wastewater discharge permit requirements. The Town has reapplied for its NPDES permit with EPA. We are awaiting their response.

Respectfully submitted,

*Michael A. Fowler*

Michael A. Fowler  
Public Works Director



## TOWN CLERK

Being the HUB for questions and directions to anyone who enters or contacts the Municipal Center, the Town Clerk's office is always very busy. Our office provides marriage certificates, vital records, election/voter information, and dog licenses.

Dog renewals are due every year by April 30<sup>th</sup>, please remember to license your dog by this date to avoid paying fees and fines. The dog population in Derry has decreased slightly down to the current population of 5,752. Robin Bordonaro, our Animal Control Officer has been a great help in contacting dog owners with late fees and having them license their dogs. We would like to thank the Police Department for their continued support in allowing Robin to work with us to enforce this law.

The Town Election this year showed a turnout of 1,181, or 5.11% of registered voters. This turnout represents a decrease from the previous year where we saw 1,890 voters. Phyllis Katsakiores was re-elected Councilor at Large, Richard Tripp was re-elected District #1 Councilor, Mary Till was re-elected Town Moderator and Patricia Dowling was re-elected Supervisor of the Checklist. It is just as important to vote in your Town's election as it is to vote in State and Presidential elections.

For every election we have absentee ballots for anyone that cannot make it the polls on the day of the election. The absentee ballots are readily available and easy to obtain from the clerk.

In closing I want to thank Sheila Bodenrader for the support to our office with her role as Clerk Designee to the Derry Town Council.

Respectfully Submitted,

*Daniel R. Healey*

Daniel R. Healey  
Derry Town Clerk





### Town Clerk's Revenue Report

July 1, 2017 - June 30, 2018

Description	Processed	Town	Paid to State of NH
DOGS REGISTERED ONLINE	1,749	*****	*****
DOG LICENSE (Dog Calender: 5/1-4/30 annually these figures reflect fiscal year)	5,752	\$29,637	\$14,658
DOG LICENSE LATE FEES REPLACEMENT TAGS	*****	\$3,799.50	*****
CIVIL FORFEITURES	*****	\$15,625.00	Issued by State Statue
UCC	Issued from State of NH	\$7,095.00	*****
Marriages/Civil Unions	240	\$1,680.00	\$10,320.00
VITAL RECORDS (Birth, Death, Marriage, Divorce)	3,948	\$23,384.00	\$25,206.00
MISC FEES	Late fees, other fees & reimbursements	\$35	*****

### TOWN OF DERRY RESIDENT VITALS RECORDED

July 1, 2017 - June 30, 2018  
Birth 131 Marriage 106 Death 213

Collected on behalf of: Animal Control Department

Nuisance Abatements	\$2,145.00
Boarding Fees	\$58.00

Collected on behalf of the: Supervisors of the Checklist

Sales of Checklist & Misc.	\$548.65
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**2018  
TOWN OF DERRY  
ELECTION WARRANT**

TO THE VOTERS OF THE TOWN OF DERRY, IN THE COUNTY OF  
ROCKINGHAM, STATE OF NEW HAMPSHIRE:

Voters in Districts 1 and 4 are hereby notified to meet at the Gilbert H. Hood Middle School, Voters in Districts 2 are hereby notified to meet at the Calvary Bible Church and District 3 are hereby notified to meet at the West Running Brook Middle School, in said Town on Tuesday, the Thirteenth (13th) day of March, 2018 at seven o'clock in the forenoon (the polls will be open between the hours of seven a.m. and eight p.m.) to act upon the following matters:

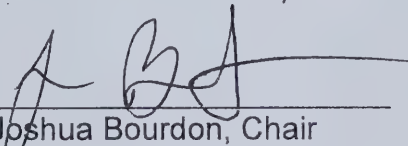
To cast your votes for One Councilor-at-Large (3 yr. Term); One Councilor District 1 (3 yr. Term, District 1 Voters only); One Moderator (2 yr. Term); One Trustee of the Trust Funds (3 yr. Term); One Supervisor of the Checklist (6 yr. Term); Two Derry Public Library Trustees (3 yr. Term); One Derry Public Library Trustee (2 yr. Term); One Taylor Library Trustees (3 yr. Term);

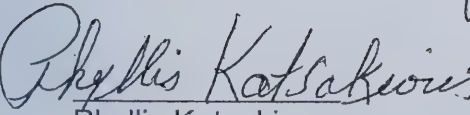
The following questions:

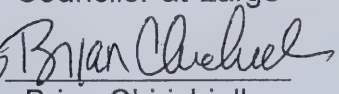
"Non-binding question: Are you in favor of petitioning the State Legislature to obtain authorization to include the School District as a department of the Town, and if so authorized, seek Derry voter approval through an amendment to the Town Charter? Passage would result in the requirement that the school department comply with the voter-approved tax cap.";


"Shall we allow the operation of Keno games within the Town of Derry?"

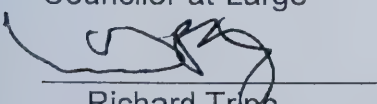
Given under our hands and seal this 6 day of February, 2018

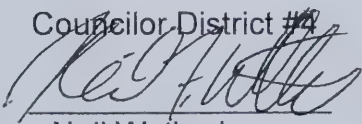
  
Joshua Bourdon, Chair  
Councilor-at-Large


  
Phyllis Katsakiores  
Councilor-at-Large

  
Brian Chirichiello  
Councilor District #1

  
James Morgan  
Councilor-at-Large

  
Richard Tripp  
Councilor District #1

  
Neil Wetherbee  
Councilor District #3

  
Charles Foote  
Councilor District #2







**OFFICIAL RESULTS  
ANNUAL TOWN ELECTION  
DERRY, NEW HAMPSHIRE  
MARCH 13, 2018**

*Daniel Healey*  
TOWN CLERK

<b>COUNCILOR AT LARGE</b> <small>Three Years      Vote for not more than ONE</small> <b>DAVE GRANESE 497</b> <b>PHYLLIS KATSAKIORES 641</b>	<b>TRUSTEE OF THE TRUST FUND</b> <small>Three Years      Vote for not more than ONE</small> <b>JEFFREY MOULTON 405</b> <b>DAVID POULIOT 381</b>	<b>TRUSTEE OF DERRY PUBLIC LIBRARY</b> <small>Two Years      Vote for not more than ONE</small> <b>HEATHER PARADZICK 899</b>
<b>MODERATOR</b> <small>Two Years      Vote for not more than ONE</small> <b>KEVIN COYLE 416</b> <b>MARY TILL 692</b>	<b>TRUSTEE OF DERRY PUBLIC LIBRARY</b> <small>Three Years      Vote for not more than TWO</small> <b>ARMAND "PETE" MARCOTTE 620</b> <b>KRISTEN MARI 704</b>	<b>TRUSTEE OF TAYLOR LIBRARY</b> <small>Three Years      Vote for not more than ONE</small> <b>RAYMOND FONTAINE 879</b>
<b>SUPERVISOR OF THE CHECKLIST</b> <small>Six Years      Vote for not more than ONE</small> <b>PATRICIA DOWLING 935</b>	<b>OFFICIAL RESULTS</b>  Daniel Healey, Town Clerk	<b>COUNCILOR DISTRICT 1</b> <small>Three Years      Vote for not more than ONE</small> <b>RICHARD TRIPP 182</b>

**QUESTIONS**

"Non-binding question: Are you in favor of petitioning the State Legislature to obtain authorization to include the School District as a department of the Town, and if so authorized, seek Derry voter approval through an amendment to the Town Charter? Passage would result in the requirement that the school department comply with the voter-approved tax cap." YES 597  
NO 547

"Shall we allow the operation of Keno games within the Town of Derry?" YES 762  
NO 376



## **SUPERVISORS OF THE CHECKLIST**

**Members:** Dina L. Bourassa  
Patricia A. Dowling  
Judith W. Strakalaitis, Chair

### **Fiscal Year 2018**

In FY2018, the Supervisors of the Checklist provided official checklists for the Derry Cooperative School District deliberative session on February 10, 2018 and for the Town of Derry and Derry Cooperative School District elections on March 13, 2018.

### **Current Registrations**

Derry had 22,979 registered voters at the end of FY18. Our voter checklist is the largest in the state of New Hampshire.

### **Party Affiliation**

Voters choose to declare an affiliation with a political party or to be undeclared. At the end of FY18, the breakdown of the voter checklist by party is:

Republican	7,479
Democratic	5,521
Libertarian	3
Undeclared	9,976

### **Where and When to Register or Update Voter Registrations**

New Hampshire requires in-person voter registration. Residents can register at the polls on election days or in advance up until 10 days before an election. Applications are accepted by the Town Clerk during regular business hours and by the Supervisors of the Checklist when they meet in session. Registered voters can submit changes to their voter registration at the polls or in advance with the Town Clerk or Supervisors of the Checklist.

### **Supervisors of the Checklist Sessions**

Supervisors of the Checklist hold sessions as required by law and as necessary to approve new registrations and make changes to the voter checklist. Public notice is posted in advance in Town Hall and on the town website ([derrynh.org](http://derrynh.org)).

### **Availability of the Voter Checklist**

The Supervisors post the voter checklist with the Town Clerk, in the Public Research Room on the first floor on the Derry Municipal Center, at the reference desk of the Derry Public Library, and at the Taylor Library. Voters can check their registrations themselves at those locations.

Voters can check their voter registrations any time online through the Secretary of State website: <http://sos.nh.gov/VoteInforLook.aspx>. This app allows voters to find the contact information for their town clerk, the location of their polling place, check their party affiliation, and track their absentee ballots. The absentee ballot tracking app provides voters with complete information on their registration (address, party, district).



Voter checklists are available for purchase pursuant to RSA 654:31.

**Contact Us**

The Supervisors of the Checklist are always willing to assist voters with questions or concerns. Our phone number is (603) 845-5490. Our e-mail address is [checklist@derrynh.org](mailto:checklist@derrynh.org).

Respectfully submitted,

*Judith W. Strakalaitis*

Judith W. Strakalaitis, Chair  
Supervisors of the Checklist







**DERRY (119)**

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

John

Preparer's Last Name

Haley, c/o Cambridge Trust Company

Date

Jul 20, 2018

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Services Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**TRUSTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

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Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Per RSA 31:38, copies of this report must also be provided to the governing body of the municipality and to the Attorney General at the following address:

Department of Justice  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301-6397



# REPORT OF THE TRUST FUNDS OF THE TOWN OF DERRY, NH ON JUNE 30, 2018 MS-9

DATE OF CREATION	NAME OF TRUST FUND	PURPOSE OF TRUST FUND	HOW INVESTED	%	PRINCIPAL				INCOME			BALANCE BEGINNING YEAR	BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL & INCOME	BEG OF YEAR FAIR VALUE	PRINCIPAL ONLY	
					BALANCE BEGINNING YEAR	NEW FUNDS CREATED	CASH GAINS OR (LOSSES)	WITH-DRAWALS	DURING YEAR AMOUNT	INCOME PERCENT	EXPENDED DURING YEAR					UNREALIZED GAIN/LOSS*	END OF YEAR FAIR VALUE
	Total General Funds	Perpetual Care	Stocks & Bonds	36.29%	2,503,974.70	16,550.00	31,163.36	0.00	51,342.07	34.82%	(55,000.00)	2,551,688.06	38,070.69	2,589,758.95	2,768,155.62	381,056.25	2,932,744.31
	East Derry Cemetery	Cemetery Care	Stocks & Bonds	2.36%	162,801.29	0.00	2,017.61	0.00	3,323.64	2.58%	0.00	164,818.90	29,593.11	194,212.01	180,017.84	24,583.36	189,202.26
	Hopkins Home	Derry Visiting Nurses	Stocks & Bonds	5.28%	364,598.73	0.00	4,520.33	0.00	7,446.55	5.02%	(7,752.13)	388,820.06	2,461.32	371,281.38	402,751.77	55,077.73	423,697.79
	Carr Fund	Playground	Stocks & Bonds	47.75%	3,295,022.57	0.00	40,885.70	0.00	67,352.40	49.17%	(62,642.00)	3,335,908.27	303,989.26	3,639,897.63	3,642,310.02	498,167.78	3,834,076.05
	MacGregor Pioneer Park	Park Upkeep	Stocks & Bonds	4.64%	320,196.84	0.00	3,973.06	0.00	6,544.88	4.62%	(9,000.00)	324,169.90	15,321.18	339,491.08	353,933.37	48,408.90	372,579.80
	Taylor Library	Library	Stocks & Bonds	1.16%	79,981.14	0.00	992.49	0.00	1,634.86	1.10%	(1,701.86)	80,973.63	540.37	81,514.00	88,483.34	12,092.19	93,066.82
	James Alexander School	School	Stocks & Bonds	0.22%	15,127.67	0.00	187.75	0.00	309.19	0.27%	0.00	15,316.42	4,347.51	19,972.12	16,781.32	2,287.13	17,802.55
	Sylvanus Brown	Human Services	Stocks & Bonds	0.73%	50,504.84	0.00	626.64	0.00	1,032.36	0.81%	(1,500.00)	51,131.28	7,696.01	59,097.29	65,683.48	7,635.69	58,766.97
	Edward T. Parker	East Derry Improvements	Stocks & Bonds	0.20%	13,537.80	0.00	188.00	0.00	276.73	0.22%	0.00	13,705.90	2,507.14	16,489.77	15,255.75	2,046.77	15,752.87
	Sarah MacMurphy	Library	Stocks & Bonds	0.04%	2,520.93	0.00	31.30	0.00	51.54	0.03%	(63.61)	2,552.23	19.13	2,569.29	3,051.15	381.14	2,933.37
	Helen Hood	Library	Stocks & Bonds	0.22%	15,187.93	0.00	188.48	0.00	310.45	0.21%	(323.16)	15,376.41	102.61	15,479.02	16,761.32	2,286.24	17,572.55
	Arts & Crafts	Library	Stocks & Bonds	0.02%	1,519.70	0.00	18.85	0.00	31.06	0.02%	(32.31)	1,538.55	11.53	1,548.83	1,526.57	229.76	1,768.31
	Helen Noyes	Memorial Day Flowers	Stocks & Bonds	0.02%	1,519.70	0.00	18.85	0.00	31.06	0.03%	(11.44)	1,538.55	832.46	2,380.63	1,526.57	229.76	1,768.31
	Charles Adams	Street Repairs	Stocks & Bonds	0.48%	32,811.09	0.00	407.15	0.00	670.68	0.46%	(1,433.85)	33,218.24	347.64	33,565.88	36,613.80	4,960.64	38,178.88
	Frank Adams	Scholarship	Stocks & Bonds	0.19%	13,074.04	0.00	182.26	0.00	267.26	0.20%	(250.00)	13,236.30	1,812.39	15,065.95	14,492.96	1,876.64	15,212.94
	Harold V. Abbott	Civic/Education	Stocks & Bonds	0.40%	27,425.06	0.00	340.26	0.00	560.61	0.44%	0.00	27,766.32	5,577.73	33,344.05	30,511.50	4,146.48	31,912.80
	Total			100.00%	6,899,305.93	16,550.00	85,702.08	0.00	141,185.44	100.00%	(139,600.50)	412,534.82	414,119.78	7,415,877.78	7,627,874.38	1,045,577.46	8,047,135.48

\* To reconcile to Cambridge Trust accounting records; additional funds are invested in principal. Principal balance is higher by \$124,442.55, and income balance is lower by \$124,442.55.  
\* Reflects the increase or decrease of the fair value

Prepared By Cambridge Trust Company  
7/25/2018

Derry Common Trust FYE MS9 MS10 06-2018MS 9





**CAPITAL RESERVE FUNDS TOWN OF DERRY  
FOR YEAR ENDING JUNE 30, 2018**

**PRINCIPAL AND INCOME**

NAME OF TRUST FUND	BALANCE BEGINNING OF YEAR	NEW FUNDS	EXPENDED	GAIN/LOSS SALES	INCOME*	BALANCE END OF YEAR	%%%	UNREALIZED GAIN/LOSS	END OF YEAR FAIR VALUE
<b>TOWN OF DERRY DESIGNATED FUNDS</b>									
WASTE TIRE RECLAMATION EXPENDABLE TRUST	424,558.64	154,464.00	(49,478.00)	638.70	5,590.30	535,773.64	5.7214%	(3,472.52)	532,301.12
LAND & BUILDINGS FUND	80,435.73	0.00	(80,435.73)	0.00	0.00	0.00	0.0000%	-	-
WASTE WATER CAPITAL IMPROVEMENTS FUNDS	451,631.21	40,334.52	0.00	630.05	5,501.59	498,097.37	5.3153%	(3,228.33)	494,869.04
COMPENSATED ABSENCES EXPENDABLE TRUST	3,565,251.46	0.00	0.00	4,821.84	41,103.63	3,611,176.93	38.5200%	(23,405.19)	3,587,771.74
FIRE APPARATUS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0000%	-	-
TAYLOR LIBRARY	225,157.30	45,768.85	0.00	366.38	3,102.18	274,394.71	2.9722%	(1,778.44)	272,616.27
ASSESSOR DATA COLLECTION RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.0000%	-	-
DERRY LIBRARY CAPITAL IMPROVEMENT FUND	324.01	0.00	0.00	0.45	3.77	328.23	0.0035%	(2.13)	326.10
POLICE VEHICLE REPLACEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0000%	-	-
E-GOV'T TECHNOLOGY DEVELOPMENT FUND	152,042.15	9,000.00	(91,064.00)	203.63	1,411.36	71,593.14	0.7561%	(464.02)	71,129.12
WINTER SNOW/ICE CONTROL FUND	219,340.73	0.00	(218,000.00)	145.98	499.81	1,986.52	0.0145%	(12.88)	1,973.64
MUNICIPAL TRANSPORTATION IMPR FUND	118,955.53	249,736.50	(320,000.00)	172.33	1,184.50	50,048.86	0.5261%	(324.38)	49,724.48
PARKS FACILITY FUND	108,178.04	0.00	0.00	146.30	1,247.23	109,571.57	1.1688%	(710.17)	108,861.40
WATER COMPENSATED ABSENCES FUND	33,301.10	0.00	0.00	45.04	383.95	33,730.09	0.3598%	(218.62)	33,511.47
WASTEWATER COMPENSATED ABSENCES FUND	33,301.10	0.00	0.00	45.04	383.95	33,730.09	0.3598%	(218.62)	33,511.47
FIRE FACILITIES & EQUIPMENT FUND	25,897.05	0.00	0.00	35.02	298.60	26,230.67	0.2798%	(170.01)	26,060.66
EMERGENCY MANAGEMENT EQUIPMENT FUND	10.34	0.00	0.00	0.01	0.13	10.48	0.0001%	(0.07)	10.41
FIRE CAPITAL PLAN RESERVE	1,514,168.38	780,000.00	(685,118.64)	2,074.38	19,177.60	1,630,301.72	17.3846%	(10,566.51)	1,619,735.21
POLICE CAPITAL PLAN RESERVE	863,036.98	165,000.00	0.00	1,193.25	10,947.15	1,040,177.38	11.1072%	(6,741.73)	1,033,435.65
PUBLIC WORKS CAPITAL PLAN RESERVE	1,689,923.71	315,000.00	(997,896.00)	2,275.58	18,340.36	1,027,643.65	10.8802%	(6,660.49)	1,020,983.16
EXPENDABLE MAINTENANCE TRUST FOR BUILDING & GROUNDS	0.00	311,435.73	(63,033.50)	145.25	2,273.24	250,820.72	2.6838%	(1,625.65)	249,195.07
<b>SUBTOTAL</b>	<b>9,505,513.46</b>	<b>2,070,739.60</b>	<b>(2,505,025.87)</b>	<b>12,939.23</b>	<b>111,449.35</b>	<b>9,195,615.77</b>	<b>98.0082%</b>	<b>(59,599.76)</b>	<b>9,136,016.01</b>
DCSD-BUILDING/GROUNDS IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0000%	-	-
DCSD-BUILDING/GROUNDS MAINTENANCE FUND	184,352.24	0.00	0.00	249.33	2,125.37	186,726.94	1.9918%	(1,210.24)	185,516.70
<b>TOTALS</b>	<b>9,689,865.70</b>	<b>2,070,739.60</b>	<b>(2,505,025.87)</b>	<b>13,188.56</b>	<b>113,574.72</b>	<b>9,382,342.71</b>	<b>100.0000%</b>	<b>(60,810.00)</b>	<b>9,321,532.71</b>

\*Income Amount = Income net of fees: (\$11,941.99)



**REPORT OF THE TRUST FUNDS OF THE TOWN OF DERRY, NH ON JUNE 30, 2018**  
**MS-9**

DATE OF CREATION	NAME OF TRUST FUND	PURPOSE OF TRUST FUND	HOW INVESTED	%	PRINCIPAL					INCOME			GRAND TOTAL OF PRINCIPAL & INCOME	PRINCIPAL ONLY			
					BALANCE BEGINNING G YEAR	NEW FUNDS CREATED	CASH GAINS OR (LOSSES)	WITHDRAWA LS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME PERCENT	DURING YEAR AMOUNT		EXPENDED DURING YEAR	BALANCE END YEAR	BEG OF YEAR FAIR VALUE	UNREALIZED GAIN/LOSS
8/31/2017	Taylor Library - Altiadena Spofford Bequest	Library	Cert of Deposit, Money Mkt	0.00%	0.00	42,080.85	0.00	0.00	42,080.85	0.00	0.00%	328.92	0.00	328.92	0.00	(47.10)	42,033.75
8/31/2017	Taylor Library - Peter C. Moore Estate Bequest	Library	Cert of Deposit, Money Mkt	0.00%	0.00	11,972.77	0.00	0.00	11,972.77	0.00	0.00%	93.55	0.00	93.55	0.00	(13.40)	11,959.37
8/31/2017	Taylor Library - Florence Weston Estate Bequest	Library	Cert of Deposit, Money Mkt	0.00%	0.00	31,049.69	0.00	0.00	31,049.69	0.00	0.00%	242.67	0.00	242.67	0.00	(34.76)	31,014.93
8/31/2017	Derry Public Library - Donation Fund	Library	Cert of Deposit, Money Mkt	0.00%	0.00	2,746.70	0.00	0.00	2,746.70	0.00	0.00%	21.49	0.00	21.49	0.00	(3.07)	2,743.63
8/31/2017	CBA Implementation Expendable Trust	Library	Cert of Deposit, Money Mkt	0.00%	0.00	472,000.00	0.01	(237,000.00)	235,000.01	0.00	0.00%	1,930.96	0.00	1,930.96	0.00	(263.17)	234,736.84
Total				0.00%	0.00	559,850.01	0.01	(237,000.00)	322,850.02	0.00	0.00%	2,617.59	0.00	2,617.59	0.00	(361.50)	322,488.52





## REPORT OF COMMON TRUST FUND INVESTMENTS

For the period ending: Jun 30, 2018

This form is due **March 1st (Calendar Year) or September 1st (Fiscal Year)**

### Instructions

#### Cover Page

- Select the Municipality name from the pull down menu
- Enter the entities contact information
- Enter the preparer's information

#### Reporting:

- Please complete all fields as necessary for the *Report of the Common Trust Funds Investments, For the Year Ending, and Principal Only* sections

#### For Assistance Please Contact:

##### NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

A hard copy of this form, as well as the signature page, must be sent to:

Department of Justice  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301-6397

### ENTITY'S INFORMATION

Municipality: DERRY

County: ROCKINGHAM

### PREPARER'S INFORMATION

First Name

John

Last Name

Haley (c/o Cambridge Trust Company)

Street No.

75

Street Name

State st - 18th Fl, Boston, MA

Phone Number

(617) 441-1512

Email (optional)







**DERRY (119)**

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

John

Preparer's Last Name

Haley (c/o Cambridge Trust Company)

Date

Jul 20, 2018

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Services Advisor.

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Trustee of Trust Funds Signature

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Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301-6397



## REPORT OF EXPENDABLE COMMON TRUST FUNDS INVESTMENTS OF TOWN OF DERRY: JUNE 30, 2018

## MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

		PRINCIPAL					INCOME				FAIR VALUE			
# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	BALANCE BEG YEAR	PURCHASES	CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR*	BALANCE BEG YEAR	INCOME RECEIVED	EXPENDED DURING YR	BALANCE END YEAR	BEG OF YEAR FAIR VALUE	UNREALIZED ANNUAL GAINS	END OF YEAR FAIR VALUE**
	CASH AND CASH EQUIVALENTS	510,645.28	0.00	0.00	292,170.95	0.00	218,474.33	288,092.26	6,111.11	0.00	139,699.70	510,645.28	139,699.70	358,174.03
	BONDS													
150,000	AMAZON.COM INC 3.8% 12/05/24	166,655.00	0.00	0.00	2,066.07	0.00	164,594.93		3,699.93			159,868.50	(11,551.43)	153,045.50
150,000	APPLE 2.10% 5/6/19	152,491.88	0.00	0.00	1,238.10	0.00	151,253.78		1,911.50			151,407.00	(1,712.78)	149,541.00
100,000	AUTOMATIC DATA PROCESSING INC 3.375% 09/15/25	103,241.95	0.00	0.00	169.30	(169.41)	102,903.24		3,205.68			103,926.00	(3,998.24)	98,965.00
100,000	BERKSHIRE HATHAWAY 1.550% 2/9/18	201,900.83	0.00	0.00	200,959.63	(941.20)	0.00		2,140.37			200,188.00	0.00	0.00
100,000	CHEVRON 2.193% 11/15/19	100,405.42	0.00	0.00	158.43	0.00	100,245.99		2,033.57			100,986.00	(847.99)	99,298.00
100,000	FED HOME LN BNS 1.75% 3/12/21	100,488.69	0.00	0.00	59.43	(59.92)	100,370.34		1,990.57			99,992.00	(2,785.34)	97,585.00
0	FEDERAL HOME LOAN MTG CORP 1.3% 03/21/20	200,000.00	0.00	0.00	200,000.00	0.00	0.00		1,300.00			199,980.00	0.00	0.00
0	FEDERAL HOME LOAN MTG CORP 2% 03/29/22	199,900.00	0.00	0.00	200,000.00	100.00	0.00		2,000.00			199,228.00	0.00	0.00
200,000	FEDERAL NATIONAL MTG ASSOC 1% 07/16/18	200,000.00	0.00	0.00	0.00	0.00	200,000.00		2,400.00			197,552.00	(3,006.00)	196,994.00
200,000	FEDERAL NATIONAL MTG ASSOC 1.2% 02/25/20	200,000.00	0.00	0.00	0.00	0.00	200,000.00		2,000.00			197,674.00	(4,286.00)	195,714.00
150,000	FHLMC CALLABLE 2.5% 03/08/2023	0.00	150,000.00	0.00	0.00	0.00	150,000.00		0.00			0.00	(307.50)	149,692.50
250,000	FHLB CALLABLE 2.5% 04/20/2020	0.00	250,000.00	0.00	0.00	0.00	250,000.00		0.00			0.00	(380.00)	249,620.00
250,000	FHLB CALLABLE 2.74% 04/30/2019	0.00	250,000.00	0.00	0.00	0.00	250,000.00		0.00			0.00	(612.50)	249,387.50
250,000	FHLMC CALLABLE 3.2% 05/15/2023	0.00	250,000.00	0.00	0.00	0.00	250,000.00		0.00			0.00	(212.50)	249,787.50
50,000.00	FHLB 1.45% 11/05/2019 **INCOME**	0.00	0.00	0.00	0.00	0.00	0.00		543.75		49,977.50	0.00	49,329.50	49,329.50
50,000.00	FHLB CALLABLE 1.8% 08/28/2020 **INCOME**	0.00	0.00	0.00	0.00	0.00	0.00		450.00		50,000.00	0.00	49,104.50	49,104.50
50,000.00	FFCB 1.25% 08/10/2018 **INCOME**	0.00	0.00	0.00	0.00	0.00	0.00		312.50		50,000.00	0.00	49,962.50	49,962.50
0	HOME DEPOT INC 4.4% 04/01/21	110,061.90	0.00	0.00	106,356.03	(3,705.87)	0.00		1,983.63			107,761.00	0.00	0.00
0	LILLY ELI & CO CALLABLE 3.1% 5/15/2027	0.00	157,268.00	0.00	146,901.47	(5,366.53)	0.00		2,531.95			0.00	0.00	0.00
150,000	MICROSOFT CORP 3.125% 11/09/25	160,698.88	0.00	0.00	1,152.97	0.00	159,545.91		3,534.49			153,051.00	(12,185.91)	147,860.00
150,000	OHIO ST 4.78% 10/01/20	150,574.32	0.00	0.00	182.32	0.00	150,392.00		5,967.68			159,222.00	4,854.00	135,046.00
200,000	PEPSICO INC 3.125% 11/01/20	208,651.84	0.00	0.00	2,409.99	0.00	206,241.91		3,840.07			207,156.00	(5,183.91)	201,058.00
200,000	SHLUMBERGER INVESTMENT 3.65% 12/01/23	216,670.27	0.00	0.00	2,402.71	0.00	214,267.56		4,897.29			210,236.00	(12,599.56)	201,668.00
150,000	VISA INC 3.15% 12/14/25	155,278.51	0.00	0.00	357.73	0.00	154,720.78		4,167.27			152,280.50	(9,613.78)	145,107.00
150,000	WAL-MART STORES 1.950% 12/15/18	152,115.63	0.00	0.00	1,405.60	0.00	150,710.03		1,519.40			151,023.00	(1,139.03)	149,571.00
	STOCKS													
433,000	3M CO	92,724.87	0.00	0.00	27,758.34	8,010.85	72,977.38		2,629.38			114,504.50	12,202.38	85,179.76
600,000	ACCENTURE PLC IRELAND	0.00	87,856.76	0.00	0.00	0.00	87,856.76		353.25			0.00	10,297.24	98,154.00
800,000	APPLE INC.	48,765.43	0.00	0.00	0.00	0.00	48,765.43		2,096.00			115,216.00	99,372.57	148,088.00
1,499,000	AQUA AMERICA INC	105,747.48	0.00	0.00	62,025.33	1,249.14	44,971.29		2,150.09			111,588.30	7,763.53	52,734.82
623,000	AUTOMATIC DATA PROCESSING INC	55,300.25	0.00	0.00	0.00	0.00	55,300.25		1,767.09			63,832.58	28,268.97	83,569.22
450,000	BECTON DICKINSON & CO	73,286.81	0.00	0.00	0.00	0.00	73,286.81		1,341.00			87,799.50	34,515.19	107,802.00
300,000	BLACKROCK INC	96,729.80	0.00	0.00	0.00	0.00	96,729.80		1,076.00			42,241.00	13,174.20	49,904.00
475,000	CHEVRON CORP	63,258.23	0.00	0.00	12,813.30	1,095.21	51,440.54		2,444.24			60,824.39	8,513.71	60,054.25
4,159,000	CISCO SYSTEMS	116,627.18	0.00	0.00	0.00	0.00	116,627.18		4,590.80			130,176.70	62,334.59	178,961.77
0.000	CLOROX CO.	52,323.63	0.00	0.00	56,839.32	4,515.69	0.00		1,134.00			59,958.00	0.00	0.00
2,719,000	DANAONE SPONSORED ADR	42,452.46	0.00	0.00	0.00	0.00	42,452.46		788.14			40,839.38	(2,809.44)	39,643.02
1,250,000	EATON VANCE CORP NON VTG	45,498.75	0.00	0.00	0.00	0.00	45,498.75		1,512.50			59,150.00	19,737.75	65,237.50
705,000	EMERSON ELECTRIC CO	0.00	47,952.91	0.00	0.00	0.00	47,952.91		683.85			0.00	790.79	48,743.70
3,000,000	ESSITY AKTIEBLAG PUBL SPONS ADR	94,865.82	0.00	0.00	28,808.26	2,884.50	68,942.06		1,377.49			111,505.95	5,082.94	74,025.00
518,000	EXXON MOBIL CORP	14,222.91	0.00	0.00	0.00	0.00	14,222.91		1,621.34			41,818.14	28,631.23	42,854.14
0.000	FACEBOOK	25,710.15	0.00	0.00	43,429.39	17,719.24	0.00		0.00			39,254.80	0.00	0.00
600,000	FIRST REPUBLIC BANK	0.00	0.00	0.00	8,658.01	(127.02)	54,340.32		463.47			63,769.70	3,733.68	58,074.00
0.000	GENERAL ELECTRIC	98,674.34	0.00	0.00	67,043.34	(31,631.00)	0.00		1,512.00			89,193.00	0.00	0.00
0.000	GENUINE PARTS CO	45,499.50	0.00	0.00	40,299.64	(5,205.26)	0.00		1,024.65			43,411.68	0.00	0.00



## REPORT OF EXPENDABLE COMMON TRUST FUNDS INVESTMENTS OF TOWN OF DERRY: JUNE 30, 2018

## MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

PRINCIPAL										INCOME			FAIR VALUE	
# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	BALANCE BEG YEAR	PURCHASES	CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR*	INCOME RECEIVED	EXPENDED DURING YR	BALANCE END YEAR	BEG OF YEAR FAIR VALUE	UNREALIZED ANNUAL GAINS	END OF YEAR FAIR VALUE**	
0.000	HARRIS CORPORATION	20,543.35	0.00	0.00	41,548.83	21,405.48	0.00	444.60			28,360.80	0.00	0.00	
650.000	HOME DEPOT INC.	86,919.32	0.00	0.00	0.00	0.00	86,919.32	2,486.00			99,710.00	39,895.68	126,815.00	
600.000	HONEYWELL INTL INC.	76,147.68	0.00	0.00	12,287.05	2,026.70	85,887.33	1,740.00			91,836.81	20,542.67	86,430.00	
0.000	ILLINOIS TOOL WORKS	21,259.98	0.00	0.00	35,974.60	12,714.62	0.00	657.80			31,515.00	0.00	0.00	
0.000	INTERPUBLIC GROUP COS INC	21,602.46	0.00	0.00	16,908.19	(4,794.27)	0.00	162.00			22,140.00	0.00	0.00	
800.000	JOHNSON & JOHNSON	82,837.27	0.00	0.00	0.00	0.00	82,837.27	2,736.00			105,832.00	14,234.73	97,072.00	
500.000	JPMORGAN CHASE	25,247.42	0.00	0.00	0.00	0.00	25,247.42	1,090.00			45,700.00	26,852.58	52,100.00	
825.000	M & T BANK CORP	118,843.38	0.00	0.00	33,460.40	12,588.85	97,971.83	2,910.00			161,950.00	42,401.92	140,373.75	
675.000	MCDONALDS CORP	107,961.13	0.00	0.00	32,666.00	7,456.10	82,151.23	3,771.75			134,015.00	23,614.52	105,765.75	
1,125.000	MEDTRONIC PLC SHS	113,285.75	0.00	0.00	21,794.69	(2,437.72)	89,061.34	2,194.29			124,516.25	7,249.91	96,311.25	
1,175.000	MERCK & CO INC NEW	154,944.76	0.00	0.00	60,220.64	(7,133.92)	67,590.20	4,725.00			144,202.50	3,732.30	71,322.50	
2,112.000	MICROSOFT CORP	112,372.04	0.00	0.00	28,494.80	5,988.56	89,875.80	3,484.80			172,325.00	118,388.52	208,264.32	
1,085.000	MONDELEZ INTERNATIONAL INC	0.00	45,595.05	0.00	0.00	0.00	45,595.05	238.70			0.00	(1,471.05)	44,485.00	
1,000.000	NATIONAL GRID	90,815.06	10,692.50	0.00	28,907.48	(9,033.59)	83,666.49	3,967.69			82,671.12	(7,816.49)	55,850.00	
775.000	NESTLE S A SPONSORED ADR REPSTG REG SHS	63,851.76	0.00	0.00	6,854.04	476.28	57,474.00	1,201.78			73,079.20	2,534.25	60,008.25	
1,413.000	NOVARTIS AG SPONSORED ADR	123,692.35	0.00	0.00	0.00	0.00	123,692.35	2,887.85			126,290.11	(9,400.33)	114,292.02	
1,200.000	PNC FINANCIAL SERVICES GROUP	127,376.22	0.00	0.00	50,136.52	18,596.22	95,835.92	4,068.00			194,547.46	66,284.08	162,120.00	
800.000	PRAXAIR INC	97,349.40	0.00	0.00	10,147.56	1,054.56	88,256.40	2,880.00			116,378.90	38,263.60	126,570.00	
1,750.000	ROYAL DUTCH SHELL PLC SPONSORED ADR CL B	133,334.87	0.00	0.00	48,183.61	7,883.01	93,034.27	7,990.00			134,605.39	34,109.23	127,137.50	
716.000	SCHLUMBERGER LTD	97,365.13	0.00	0.00	32,699.24	(7,671.57)	56,996.92	1,682.00			80,061.44	(9,003.44)	47,993.48	
1,376.000	SIX FLAGS ENTERTAINMENT CORP	75,987.59	0.00	0.00	0.00	0.00	75,987.59	3,990.40			82,023.36	20,401.21	96,388.80	
861.000	STARBUCKS CORP	0.00	46,633.92	0.00	0.00	0.00	46,633.92	774.90			0.00	(4,574.07)	42,059.85	
0.000	SVENSKA CELLULOSE AB-SP ADR	24,788.71	0.00	0.00	30,210.31	5,421.60	0.00	0.00			30,993.66	0.00	0.00	
1,175.000	TEXAS INSTRUMENTS	19,696.75	50,195.51	0.00	0.00	0.00	69,892.26	2,120.50			50,004.50	59,651.49	129,543.75	
800.000	TIX COMPANIES NEW	40,000.85	0.00	0.00	0.00	0.00	40,000.85	1,062.00			57,736.00	36,143.15	76,144.00	
0.000	UNILEVER NV	86,019.75	0.00	0.00	104,803.66	18,783.91	0.00	0.00			105,013.00	0.00	0.00	
1,600.000	UNILEVER PLC SPON ADR	41,505.83	108,336.20	0.00	76,834.18	(363.36)	72,652.49	3,676.48			55,473.00	15,795.51	88,448.00	
850.000	UNION PACIFIC CORPS	95,857.86	0.00	0.00	26,215.39	6,703.39	76,345.86	2,720.50			114,355.50	44,082.14	120,428.00	
437.000	UNITEDHEALTH GROUP INC	58,322.10	0.00	0.00	0.00	0.00	58,322.10	1,376.55			81,028.54	51,891.48	107,213.58	
1,910.000	US BANCORP DEL	82,661.45	0.00	0.00	2,253.80	0.00	82,661.45	2,233.80			99,167.20	12,876.75	95,538.20	
600.000	V F CORP	39,690.10	0.00	0.00	0.00	0.00	38,690.10	1,080.00			34,560.00	10,281.90	48,912.00	
1,320.000	VALEO SA ADR	0.00	47,795.07	0.00	0.00	0.00	47,795.07	0.00			0.00	(11,805.27)	35,989.80	
1,548.000	VERIZON COMMUNICATIONS	0.00	70,291.59	0.00	0.00	0.00	70,291.59	1,826.64			0.00	7,588.29	77,879.88	
887.000	VISA INC.	26,271.81	7,146.00	0.00	0.00	0.00	33,417.81	691.87			76,149.36	84,065.34	117,483.15	
550.000	WATSCO INC	90,547.19	0.00	0.00	18,006.10	4,091.17	76,632.26	3,227.50			99,921.60	21,421.74	98,054.00	
1,400.000	WEC ENERGY GROUP INC	80,411.72	0.00	0.00	0.00	0.00	80,411.72	3,093.00			85,932.00	10,098.28	90,510.00	
1,500.000	XILINX INC	0.00	87,471.47	0.00	0.00	0.00	87,471.47	1,255.50			0.00	(2,633.47)	84,838.00	
1,852.000	XYLEM INC	83,383.38	0.00	0.00	0.00	0.00	83,383.38	1,444.56			102,656.36	41,404.38	124,787.76	
MUTUAL FUNDS														
1,672.000	ISHARES EMERGING MKT ETF	0.00	143,751.10	0.00	47,918.29	3,578.89	99,411.10	1,435.41			0.00	(11,614.38)	87,796.72	
2,490.000	ISHARES MSCI EUROPE FINANCIALS ETF	0.00	66,395.26	0.00	0.00	0.00	66,395.26	2,870.13			0.00	(7,121.36)	59,273.90	
15,090.543	LOOMIS SAYLES SENIOR FLOATING RATE	0.000	150,000.00	0.000	0.000	0.000	150,000.00	8,486.93			0.000	-1,810.870	148,189.130	
3,116.833	MATTHEWS ASIA DIVIDEND FUND INSTL CLASS	0.00	59,625.05	0.00	0.00	0.00	59,625.05	674.48			0.00	(872.71)	58,752.34	
2,101.681	MATTHEWS JAPAN FUND INSTLY CLASS	0.00	52,500.00	0.00	0.00	0.00	52,500.00	0.00			0.00	(1,660.34)	50,839.66	
5,067.567	MFS EMERGING MARKETS DEBT FUND CLASS	0.00	75,000.00	0.00	0.00	0.00	75,000.00	3,082.49			0.00	(4,907.44)	70,692.56	
3,556.487	VANGUARD INTERNATIONAL STOCK INDEX	0.00	100,000.00	0.00	0.00	0.00	100,000.00	3,209.25			0.00	0.00	103,209.25	
12,887.895	VANGUARD S/T INVESTMENT-GR AMO #539	162,914.32	0.00	0.00	25,000.00	(15.86)	137,899.46	3,194.30			162,595.98	(3,091.08)	134,807.38	





REPORT OF EXPENDABLE COMMON TRUST FUNDS INVESTMENTS OF TOWN OF DERRY: JUNE 30, 2018

MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	PRINCIPAL					INCOME					FAIR VALUE		
		BALANCE BEG YEAR	PURCHASES	CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR*	BALANCE BEG YEAR	INCOME RECEIVED	EXPENDED DURING YR	BALANCE END YEAR	BEG OF YEAR FAIR VALUE	UNREALIZED ANNUAL GAINS	END OF YEAR FAIR VALUE**
		7,023,748.49	2,309,867.39	0.01	2,299,317.38	85,702.08	7,126,000.58	288,092.26	191,537.18	(139,600.50)	289,677.20	7,752,216.94	1,335,673.66	8,455,674.24

\* Assets Invested in the Income Portfolio, totaling \$149,677.50, are noted with \*\*Income\*\* after the Description of Investment.

\*\* The End of Year Fair Value includes Income Assets totalling \$289,677.20.

Name of Bank - Cambridge Trust Company  
Fees Paid: \$50,351.74  
Expenses Paid: N/A  
Were these fees and expenses paid for totally from Income? 100% Income

\*Total Income Received \$191,537.18 has not been reduced by fees allocated to income of \$50,351.74  
Net Income received totals \$141,185.44 (\$191,537.18 - \$50,351.74)



## DERRY PUBLIC LIBRARY

Fiscal Year 2018 was an exciting year for the Derry Public Library

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At the March 2018 Town Elections two Board members were elected. They were Kristen Mari (3 year term), Pete Marcotte (3 year term) and Heather Paradzick (two year term, replacing Deirdre Bridge).

The FY18 Officers were Valerie Roche and Elizabeth Greenberg as Co-Chairs, Helen Evans as Vice-Chair, Dorianne Haverty and Pete Marcotte as Co-Treasurers and, Shannan McKenna as Secretary.

The Library's liaison was Councilor Richard Tripp.

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In FY18 the Library served Derry residents who borrowed materials and also those who used our public space to visit with friends, attend programs, go online, submit job applications or complete tests on our public computers, read newspapers, or simply sit in our café area and take advantage of the library wifi.

Nurturing the use of public space in this way is connected to the idea of a "third place" in the community. There's home, there's the workplace, and then there are third places where people of all ages and from all economic and social walks of life can be together in a comfortable setting. The Derry Public Library is not only a library, but a valuable "third place" in the Derry community.

In FY18 we had 121,561 visits to the building and 15,014 individuals held DPL cards. The Library was open on average 59 hours a week and visited on average 400 times each open day. Nearly 182,037 items were checked out from the Library collection during the fiscal year. The Library also partnered with the Fire Department to serve as a warming and cooling station during extreme temperatures.

\*\*\*\*\*

As has been the case for many years, an integral part of the services we offer Derry residents is our membership in the GMILCS Library Consortium. This membership gives Derry residents access, both physically and through the electronic catalog, to the libraries of Amherst, Bedford, Goffstown, Hooksett, Manchester, Merrimack, Milford, Salem, Windham, New England College and the New Hampshire Institute of Art.



Being part of the GMILCS Consortium not only offers our residents easy access to the eleven other member libraries, but also enables us to take advantage of cost savings through bulk purchases of materials, electronic subscriptions and technology.

### **Derry Public Library Staff**

In FY18 the Library continued to focus on professional development that nurtured learning, leadership and professionalism. Involvement in the Derry and the New Hampshire library communities were an integral part of our process. We offered in-house training to staff and membership to the New Hampshire Library Association.

In FY18 I stepped down as treasurer of the New Hampshire Library Association (NHLA) and as treasurer of the GMILCS Library Consortium and my position on the Board of Directors of the Greater Derry/Londonderry Chamber of Commerce. I continued to serve as an ex-officio member of the Derry Friends of the Libraries.

### **Derry Public Library Building**

In FY18 replacement of the first floor halide lights to LED fixtures was completed, and there were many smaller HVAC repairs and upgrades following recommendations from the Building Analysis completed in FY17. Another big step forward was hiring of a new day custodian, Mike St. Louis.

Alan Cote of Derry Department of Public Works and Derry DPW continued to be a wonderful source of information and support when the Library had building issues.

### **Programs and Partnerships**

**Library Programs** – In FY18 the Library offered 700 programs targeting a variety of audiences. Attendance at Library programs was 12,446 and DPL programs were regularly featured in the Derry News, the Nutfield News and the Eagle Tribune.

**Partnerships with Town Departments** – The Library continues to productively cooperate with Town departments including Administration, Human Resources, Finance, Public Works, IT, Town Clerk, Cable, and Parks & Recreation. I am grateful for the skilled staff working for the Town of Derry and am always impressed with their expertise and kindness.

**Partnerships in the Community** – Part of the core mission of the Derry Public Library is outreach to the Town and Library community and it's something that happens every day the Library is open. I'd like to highlight a few outstanding instances that occurred this fiscal year.





Our programming is financially supported by the Trustees, the Friends of the Derry Libraries and community businesses:

- **Derry Poet Laureate** – The Derry Poet Laureate initiative continued to move ahead and we held our first MacGregor Poetry Contest. The winner, announced in May, was Patricia O’Neil of East Derry NH for her poem, “Dream of God and You.”
- **Derry Author Fest** – On April 7 we held our fourth annual Derry Author Fest. The FY18 theme was “Trials and Triumphs of Publishing. The day was very successful, with 246 people attending throughout the day. I want to acknowledge the work of Teen Librarian Erin Robinson, who is our Author Fest organizer.

Digital materials, online services and public computers continue to be an important part of what we offer the residents of Derry, enabling us to expand library services to the community 24/7. Following are some of the highlights from FY18

- **Public Access Computers** - The DPL remains the only place in town where residents who don’t own a computer or have Internet access can use both at no charge. The Digital Divide is real, and every day we see library users who can’t afford to purchase a computer or pay for Internet service using the DPL equipment. A computer and Internet access are necessary for most job applications, filing taxes, and doing other everyday business.
- **Digitizing the Derry News** – We continue to digitize the Derry News and the Nutfield News so that the newspapers are available online through the Library website.
- **Historic House Survey** – A survey of Derry homes built before World War II was done in the 1980’s. Library staff Jennifer DePino and Courtney Wason have digitized the survey and photographs, designed a web page, and you can now access the survey through the DPL website.

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I am so happy to be working in Derry with this wonderful Board of Trustees and Library staff. We’ve accomplished much this year, and we continue to make choices and decisions with Derry residents and taxpayers in mind.

Respectfully submitted,

*Cara Barlow*

Cara Barlow  
Director, Derry Public Library



## TAYLOR LIBRARY

### **PROGRAMMING:**

Once again, we have completed another successful year of programming for the children and adults. Our Adult Book Group continues to hold steady with anywhere from sixteen to twenty-two member attending each month. We meet the second Monday of each month from September through May. We take the month of December off and the whole summer. The group picks the book each month and someone volunteers to make refreshments. We interlibrary loan the book of the month so members do not have to purchase books. Where else can you go out for a free evening with good company and food? Call the library for more information and to register.

Our preschool hours continue to be popular with the Tiny Tot Group leading the way. We offer four story hours per week for children ages six months through five years old. We offer two groups of Tiny Tots (ages 6 months-two years old) and two groups for ages two years old through five years old. The Tiny Tot group includes stories, music, rhymes, instruments and dancing for the little ones. We change the rhymes and stories according to the season.

The other two-story hours for ages two through 6 are theme-based story hours with stories and a craft to go along with the story. Those story hours are on Wednesdays and Sundays at 1 pm

We have continued to offer our Lego Club this past year. It is very popular with children ages four and up. We offer this club in a six-week block of time year-round. Each week we have a different theme for the children to use to build their creations. At the end of the hour, they can display their creation on a special shelf for everyone to see. We have a following of children who come to the library on Sunday to use the Legos.

At Christmas we once again offered our popular Polar Express Story Hour. This past year was our 17th year we have offered the children a ride to the North Pole on our Polar Express. All three evenings were full and we had a wait list for children hoping to get into the story hour. They climb aboard the train for the magical ride to the North Pole where they get to meet Santa Claus who gives each child the first gift of Christmas (silver bell). After Santa leaves, the children enjoy hot chocolate and cookies served by the elves. Each night of Polar Express, a lucky child wins a Polar Express Gift Pack. The Small intimate setting of the Taylor Library is a perfect backdrop for our annual trip to the North Pole.

Marge Palmer once again offered her Holiday Readings for adults in December. We had a full house for that evening. The fireplace and candles were it as the lights were dimmed. Everyone enjoyed Holiday stories which got us in the mood for the coming season. Staff and Trustees baked goodies for refreshments. A big thank you to the Friends of the Derry Libraries for the help with this program. It is most appreciated.

We continued to offer our summer reading program to the children of Derry. We offered twenty-seven programs which included story hours for all ages and craft programs. The ever-popular Carnival night was held in the parking lot. The children were treated to Joe the Balloon





Man's balloon sculptures. Each child got to request what kind of animal or shape they wanted, and Joe made it. We had 77 people attending this event. The firetruck and ambulance came to take part in the event. The children loved getting their tour of the trucks. The children enjoyed various games, received prizes and had snacks in the picnic grove. We once again had a full house for the Dolly and Me Tea Party and the Teddy Bear Sleepover. We would like to again thank Canobie Lake Park, Sal's Pizza and Clam Haven for their generous donations they gave us for our summer reading prizes.

For the first time this year we had a marshmallow roast in our field. Mr. Ray from the Derry Public Library came, and we did a joint story hour. The story hour was cut short and the rains came. We did get to roast our marshmallows and make s'mores before we got too wet. This looks like it will be a yearly thing during summer reading with the Derry Public Library.

We did our biweekly story hours at Don Ball Park as part of the Recreation Department offering of events this summer. Thanks Nicole for letting us be part of this program.

This past year we started a Poetry Tea Time with the local Homeschoolers. The children came in once a month and read poetry of their creations or from poetry books. They enjoyed tea from real tea cups and goodies. Each month we had a full house of children. We will be doing this once again starting in September. We are adding a game afternoon for this group also starting in September.

This past year we welcomed the Cub Scouts and Boy Scouts from Troop 405 in East Derry. They visited the library and used our flag pole to do a flag ceremony as part of their badge requirements.

Nutfield Cooperative School made several field trips to visit us this year. We read them several books and they were able to explore the library and check out books to take back to their classrooms.

In October we welcomed Children's Author Charles Elias who came and read his book, "Charles Spooky Halloween". The children came in their costumes to hear the reading. After the program, they were able to purchase a signed copy of the book.

At the end of Summer Reading we had a movie night. The children came in their pajamas and enjoyed popcorn while watching the movie.

During the past year, we had 233 programs which served 2,764 children and adults. We now have 3,256 card holders.

Our Sunday hours continue to be popular with our patrons. We are open from 10-3 each week. We have a following of children who come in and play with the Legos or some families have brought in board games. Each week we offer a craft, coffee, tea and hot chocolate when it is cold out and a special baked goodie of the week. Come in for a visit and check out your favorite author.





We celebrated our 140<sup>th</sup> consecutive year being open as the Taylor Library. We had a week-long open house celebration. We invited town government representatives, State Representatives, the Governor, Senators, House of Representatives and the President of the United States. We had many town folk stop by and wish us well.

## OTHER

Once again on behalf of the trustees, I would like to thank the Town Council for voting in favor to fund us once again for another year. This is our 140<sup>th</sup> year of existence.

We continue to offer Interlibrary Loan services to our patrons. If you are looking for a particular book, CD, DVD or any format that a library in the state of New Hampshire is willing to loan, we can attempt to get it for you. We have van service three times a week. We pick our loans up at the Derry Public Library and you then pick up your book at the Taylor Library. It is very rare we are unable to borrow a book.

We have three laptops for public use. Many patrons either use ours or bring their own and hook into our free Wi-Fi. Many patrons especially when they have no power at home will drive up to our parking lot and connect into our hotspot.

We continue to offer Library Passes to various museums in New Hampshire and Massachusetts. We offer the following passes:

Seacoast Science Museum-Rye

SEE Science Museum-Manchester

Children's Museum of NH-Dover

Museum of Fine Arts-Boston

Strawberry Banke Museum-Portsmouth

Our website continues to be updated. Please check it out and browse our card catalog for all the books we have to offer. ([www.taylorlibrary.org](http://www.taylorlibrary.org))

On behalf of the Trustees and Staff at the Taylor Library, I would like to personally thank you for all your support over the years and invite you to stop in and visit the "Little Library on the Hill". You will certainly be surprised at what we have to offer here.

Respectfully submitted,

*Linda Merrill*

Linda Merrill, Director

Taylor Library



## **BUILDING & PROPERTY MAINTENANCE COMMITTEE**

The Building & Property Maintenance Committee meet monthly to coordinate efforts to address distressed properties and seek opportunities for revitalization of specific properties. The Committee is comprised of representatives from Code Enforcement, DPW, Police, Planning, Fire, Tax Office, Town Council and members from the community. The Committee meets in January, April, July, and October on the 3<sup>rd</sup> Tuesday of that month at the Derry Municipal Center.

This Committee worked with Town officials to identify distressed properties and encourage progress in taking the necessary actions to bring them back into compliance with Town standards.

At the beginning of FY 2018, there were 13 distressed buildings on the list and through the efforts of the committee members and Code Enforcement Office this number has been reduced to 9 as of July 1, 2018.

Respectfully submitted,

*Robert Wentworth*

Robert Wentworth

Chairperson Building & Property Maintenance Committee



## DERRY CONSERVATION COMMISSION

As stewards of the Town's conservation lands, we maintain the extensive trail systems, and monitor each parcel annually. Many of the properties are under conservation easement with the Southeast Land Trust of New Hampshire, and they provide us with annual detailed reports following their inspections of the various parcels.

As part of the Town's Technical Review Committee, we review all subdivision plans and continue to do site reviews for all development plans that come before us. This year the commission has seen 12 Site Reviews (as of Aug 14<sup>th</sup>) that included Site walks by the commission. The DCC also reviews all wetlands permits issued through the New Hampshire Department of Environmental Services.

This year, the Commission has actively engaged with Moreno Forestry to create a Forest Management plan for the Doolittle Property.

The Broadview Farm Conservation Area Community Garden plots continue to be extremely popular. Plots are reserved by Derry citizens which enable them to grow healthy, fresh produce during the summer months. This would not be possible without the help of Commission Member Will Lowenthal who is overseeing the Broadview Garden this year. Will is working towards his master gardener certification and his experience at Broadview will be greatly appreciated. Will took the initiative to have the Soil tested by the UNH Cooperative Extension to ensure the over all health of the soils will continue at our Community Plots. A note of thanks again to Phil Ferdinando, commonly known as "Farmah Phil" of J & F Farms, for volunteering each year to till and fertilize the Community Garden plots. He also cuts the hay field twice annually and grows silage corn on two additional fields. These efforts keep the fields open for wildlife and keep them from reverting back to forest land.

Neil Wetherbee, District Three Councilor, was our Council Representative and I want to thank him for his dedication and thoughtfulness during his time as the Council Liaison. Neil has been a previous Chair of the Commission as well as overseeing the Broadview Community Garden in 2017.

Subcommittee "Go Green" is truly an asset to the Conservation Commission: they implement the very successful Town clean up weeks in the spring and fall, continue education throughout Town about the importance of recycling, participate at Derryfest. Go Green sponsors walks at Derry Conservation Lands annually. This year properties walked were Doolittle and Cole Marsh. There is an invasive species workshop at Shepard in August.

Election of officers was held April 23rd and I am honored to be the Chair of the Conservation Commission. Other elected officers are Rick Buzzanga, Vice-Chair, Eileen Chabot, Treasurer and Grace Reisdorf, Secretary. The other regular members are Margaret Ives and Will Lowenthal, with alternate members Paul Dionne and William Ventura. Ruth Robinson continues to be the recording secretary of the Commission.





The Derry Conservation Commission meets the second and fourth Mondays each month, at 7:00 PM at the Derry Municipal Center, in third floor meeting room.

Respectfully submitted,

*James Degnan, Chair*

James Degnan, Chair  
Derry Conservation Commission



## **DERRY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

The Derry Economic Development Committee completed its first year as an official Town Committee in April 2017. Its meetings are held on the first Monday of each month in the Town Council Chambers. Meetings are televised on Community Cable for the benefit of those who are unable to attend in person. The committee is made up of volunteers who have been appointed by the Town Council. Currently the members are:

<b>Name</b>	<b>Title</b>	<b>Term Expires</b>
Elizabeth Circharo	Chair	March 31, 2021
Christina Gossel	Vice Chair	March 31, 2020
Craig Cunningham	Secretary	March 31, 2021
Nicholas Del'Etoile	Member	March 31, 2020
Scott Graves	Alternate	March 31, 2020
Gordon Graham	Member	March 31, 2019
John Potucek	Member	March 31, 2019
<u>James Morgan</u>	Town Council Liaison	March 31, 2018
Eric Stephenson	Alternate	March 31, 2019
Rick Metts	Alternate	March 31, 2019
Michael Lucci	Alternate	March 31, 2019
Beverly Donovan	Economic Development Coordinator	Permanent Member
<u>George Sioras, AICP</u>	Planning Director	Permanent Member

The Committee's Vision Statement is as follows. To assist in creating an environment that attracts robust businesses to Derry that meet the demand of our residents and the local workforce, and inspires current and future businesses to succeed in our community of historic Main Street storefronts complimented by the convenience of larger retailers, industry, and medical professionals.

To implement its goals, the EDAC developed committees including:

- Communications & Marketing
- Planning and Development
- Retail, Food, & Hospitality
- Commercial & Industrial
- Downtown
- Facade Improvement

The EDAC developed and maintains an Economic Development Facebook page now with the assistance of the Economic Development Coordinator who started in February of this year. The Town website now has a link to the page. Currently 776 people or businesses are following our page. This page provides an opportunity for people to consistently see the events, openings and positive growth & changes that are happening in Derry.

The EDAC is working on establishing solid lines of communication with the local business community. Our most recent Business Owner's Forum was held in August of 2018. The goal of the meeting was to discuss what structurally downtown Derry Business Owner's would like to see improved (i.e. lighting, sidewalks, greenscaping, etc.) The business owners in attendance had



an opportunity to discuss some of their challenges and concerns. We intend to have several other in the coming months with businesses in the districts of: Manchester Road, Ryan's Hill, Route 28.

Exit 4A promises increased opportunities for businesses on Crystal Avenue and Manchester Road, as well as to relieve traffic in the downtown area. EDAC will serve an important role helping to act as a liaison between the business owners and the various town and state entities that will be involved in the development of Exit 4A.

Members of the EDAC assisted with the second year of the very successful farmer's market in the Downtown. Each week the Derry Homegrown Farm and Artisan's Market has brought a wide variety of locally produced food, and entertainment to the Downtown. We have consistently seen approximately 1,600 people into downtown weekly and there has been strong attendance each week since with many local businesses reporting an uptick in customers from the market.

Members of the EDAC put together Derry's first Food Truck Festival and saw great success. It was held at Hood Park and even with cold and rainy weather saw a turnout of approximately 1,000 people. The views on our Facebook event far exceeded that number.

EDAC supported applying for the Community Development Block Grant (CDBG) funds for a feasibility study grant, which we obtained and hired a grant administrator to manage the process. Where we are now in the process is that we had to go out with an RFQ to gather proposals from firms that are qualified to do the study, which will include looking at the engineering, proposing a conceptual plan of the space and building, and coming up with a pro forma, including construction estimates. Once we have a clear picture of what can be done and for how much, we can start looking for partners/investors to build.

The EDAC continues to work with the Economic Development Coordinator on various strategic initiatives outlined in the Economic Development Plan and some of the projects we would like to expand going forward are: recommendations to council for downtown improvements, expanding and encouraging businesses to take part in the facade improvement program, identifying future projects to bring business to Derry, such as but not limited to: food festivals, movie nights, etc.

Respectfully submitted,

*Elizabeth-Carmela Circharo*

Elizabeth Circharo, Chair  
Derry Economic Development Advisory Committee







## RESOLUTION

Number 2018-011

To Expand the Charge of the Net Zero Task Force

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WHEREAS, Section 5.1 of the Town Charter vests in the Town Council the powers of the legislative and governing bodies; and

WHEREAS, the Town Council previously established an Energy and Environmental Advisory Committee whose mission is to promote energy conservation and energy efficiency; and

WHEREAS, the Town Council also previously established the Net Zero Task Force, whose mission is to explore and achieve cost effective solutions for reduced energy use and sustainable energy development for town-controlled properties; and

WHEREAS, the missions of the two groups are analogous and complementary of each other, and operational efficiencies and effectiveness will be enhanced by combining the two;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the Town Council hereby disbands the Energy and Environmental Advisory Committee as previously established by the Council on August 11, 2009, and amends the By-Laws of the Net Zero Task Force, including a revised mission, goals and membership to reflect the Task Force's expanded responsibilities.

This Resolution shall take effect immediately upon its passage.

Adopted: March 6, 2018

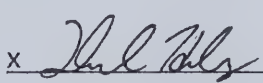
Attest:

x

  
Joshua Bourdon, Council Chair

Date: 3/6/18

x

  
Daniel Healey, Town Clerk

Date: 3/6/18



## HERITAGE COMMISSION 2018/2019

The Heritage Commission was established to oversee the preservation of historical features and aspects of the town of Derry. Whether that is physical buildings artifacts, or locations, or the memory of people who have made Derry what it is today, the Heritage Commission takes great pride in being the stewards of this past. Our goal this year was to continue to bring new features and artifact of Derry's past to its Citizens as we gear up for the 300<sup>th</sup> Celebration of the founding of Nutfield in 2019.

With the 300<sup>th</sup> Anniversary approaching, the Commission has been working with groups around Derry to build a series of events that will cover all the aspects of what makes Derry a great place to live. With the kick-off scheduled for April 12, 2019 at the First Parish Meeting House, there will be a number of events to pull the communities of Londonderry, Windham and Derryfield together for a joint celebration, and then each town will host their own, individual events throughout the year.

We once again enjoyed a fully staffed Heritage Commission with members from all areas of town who volunteer to open the museum and work on ways to expand our reach, including speaking engagements at the library and around the area. We are stewards of the Forest Hill Cemetery and the office of the Town Historian in the Municipal Center is part of our group's responsibilities.

We would love to hear from you about ways we can expand our reach and visibility. The history that the museum contains is so rich and interesting; it must be seen to be appreciated. The have a new [www.derryhistorymuseum.org](http://www.derryhistorymuseum.org) and enjoy a nice following on Facebook! The Heritage Commission can be reached via e-mail at [DerryMuseum@gmail.com](mailto:DerryMuseum@gmail.com)

In closing, the Heritage Commission wishes to thank the residents of Derry for their generous donations of personal items that help us to preserve the history of our Town. We also wish to thank the Town Council, Town Administration and support staff for their help and support throughout the year.

Respectfully submitted,

*Karen Blandford-Anderson*

Karen Blandford-Anderson

Chairperson, Derry Heritage Commission



## DERRY HIGHWAY SAFETY COMMITTEE

The Derry Highway Safety Committee was originally conceived to provide a means to access State and Federal funds for safety needs of the Town. The Committee started in the late 1960's and received funds for ambulances, police vehicles, radar units and many more worthwhile projects that have funneled into the Town of Derry by the Committee.

The Committee meets every third Thursday of the month at 9:00 am at the Derry Municipal Center on the 2<sup>nd</sup> floor, Room 207. The public is welcome to attend any meeting. All safety requests must be submitted in writing and forms may be obtained at the Derry Municipal Center.

The Committee is comprised of citizens and department staff. The members include: Derry Police Chief, Edward Garone; Derry Fire Chief, Mike Gagnon; Department of Public Works, Alan Cote, Supt. of Operations; and School Department, Jane Simard. Appointees are: Scott Savard, Chairperson, Walter Deyo, Randall Chase, Ronald Goldthwaite, Jim Roddy, and Sharon Jensen as our Recording Clerk.

This past year, we reviewed 9 cases having to do with safety concerns. These issues ranged from the requests for crosswalks, street lighting, stop signs, speeding, fog & center lines. The Committee also conducted 4 site reviews of proposed building projects to ensure public safety for motorists and pedestrians coming/going for these sites.

Citizens frequently attend meetings to voice their concerns regarding motorists speeding, street lighting request and signage that they felt the Town should be alerted to.

I would like to thank all the Departments for their assistance this past year.

Respectfully submitted,

*Scott Savard*

Scott Savard, Chairman





## DERRY HOUSING AND REDEVELOPMENT AUTHORITY

I am pleased to submit the 2018 Annual Report for the Derry Housing and Redevelopment Authority (DHRA). The DHRA currently administers 115 Section 8 Housing Choice Vouchers and owns 27 units of housing for low-income, elderly and disabled residents in Derry. Presently, the DHRA's waiting list for housing assistance contains 254 applicants. A person applying today for a Housing Choice Voucher can expect to wait approximately four years for assistance. Through the first seven months of 2018, the DHRA has accepted 66 applications while turning over 6 vouchers.

The DHRA is governed by a five member Board of Commissioners. Led by Chairman Robert DiNozzi, the Board is comprised of Jennifer Lague, Kristy Baillargeon, David Milz and Katie Mayes.

The 2017 fiscal year audit was conducted and the final report indicated no findings or compliance issues. Overall, the DHRA realized a loss of \$25,268 (before depreciation) for the 2017 fiscal year ending December 31. HUD has designated the DHRA as a "High Performer"; the eleventh consecutive year that the Agency has been awarded HUD's highest designation.

It is important to note that in addition to the services provided to low-income residents of Derry, the DHRA plays a role in the economics of the town as well. In 2017, the DHRA made a total of \$705,013 in rental assistance payments to local landlords. Over the past four years, the DHRA has paid almost four million dollars in rental assistance to Derry landlords.

During the past year, the Center for Life Management in Derry has continued its collaborative efforts with the DHRA. The DHRA is now conducting all Housing Quality Standard inspections for this organization in relation to its own housing assistance programs.

We look forward to working in the coming year with the Town and other local agencies to continue to provide decent, safe and sanitary housing for low-income residents of the Town of Derry.

Respectfully submitted,

*Robert G. Fleig, PHM*

Robert G. Fleig, PHM  
Executive Director



## NET ZERO TASK FORCE

The Net Zero Task Force was formed in March of 2016 by the Derry Town Council to investigate, explore and achieve cost effective solutions for reduced energy use and sustainable energy development on town-controlled property, municipal buildings, vehicles and schools, while developing a comprehensive plan to achieve the goal of “Net Zero” compliance by all key stakeholders by 2025.

The Task Force was expanded by the Town Council in 2018 and now consists of the following: Mary Till from the Conservation Committee/Go Green, Beverly Donovan from the Economic Development Committee, Dave Granese from the Planning Board, vacant representing the Derry Cooperative School District, Brewster Bartlett from Pinkerton Academy, Mike Fowler from the Derry Public Works Department, Josh Bourdon (Vice-Chairperson) and Richard Tripp as the Derry Town Council Liaisons, and Jeff Moulton (Chairperson), Craig Lazinsky, Tom Cardon (Secretary) and Marius Zainea from the public. Alternate members are vacant from the Greater Derry Londonderry Chamber of Commerce, Bob Mackey from Code Enforcement and John Burke from Parkland Medical Center.

The Task Force meets on a monthly basis on the third Thursday at 6pm in room 207 of the Derry Municipal Building.

For 2018, the following has been achieved:

1. Overall: National Mayor’s Award Runner-Up for energy conservation and deployment of renewable energy for cities and towns under 100,000 people. Competed against 100s of cities across the country. Wrote application and accepted award on behalf of Derry on 6/8 in Boston.
2. Derry Schools:
  - a. EVCS feasibility and field surveys completed for 7 schools, as part of the VW Settlement Fund grants application that will be applied for in the Fall of 2018
  - b. *Next Step: Re-benchmark school energy performance over the last 12 months after completion of the Honeywell project (initial projections were >\$450,000/yr)*
3. Town Buildings:
  - a. For the DPW Solar Project installed in May 2018, assisted in RFP writeup, vendor evaluation, business case, contract negotiations and documentation of all phases of project. State of the art tracking system was chosen that is estimated to provide 156,000 kwh of electricity per year and is producing above estimate to date.
  - b. For the four EVCS stations that were installed in the municipal parking lot, we assisted in the vendor evaluation and selection, and obtaining a Tesla grant for 80% of the cost of the project.



- c. Developing a proposal to the State for expansion of the EVCS infrastructure to include Derry Schools, Pinkerton and other downtown areas via the \$4.6M VW Settlement Fund (60% completed).
  - d. Applying for Energy Star Certification for the Municipal building, using new scoring criteria from the EPA (80% complete).
  - e. Marketing plan completed to enable information sharing with residents, businesses and schools. Web page enhancements & new Facebook page completed, kiosk/monitor at Municipal Building in planning.
  - f. Worked with businesses, such as Tupelo Music and others to evaluate the viability of solar for their facilities, including RFPs, vendor evaluations, price analysis, and contract terms.
  - g. Developing educational materials for residents and businesses, as well as materials for Pinkerton and Derry Schools to incorporate the solar and EVCS projects into their curriculums (70% complete).
  - h. Reviewed LED proposal for light replacement project for Municipal Building (75% savings/year for Town) and endorsed to Town Council. Four Year Payback.
  - i. Continued feasibility studies for a large solar deployment at DPW (1 Mw) that would represent 30% of the Town's electric usage. Completed vendor discussions, field surveys and preliminary cost estimates/business case.
  - j. *Next Steps for Large Solar Project: 1) Initial Business Case/Feasibility, 2) RFP preparation 3) evaluate vendor RFP responses from vendors, 4) Business case & presentation to Town Council, and 5) Contract negotiations*
  - k. *Next Steps for VW EVCS Grants: 1) Proposal(s) to State for School and Town deployments, 2) vendor selection, 3) contract negotiations*
4. Pinkerton Academy:
- a. Meet with Pinkerton administration to review 1) Town solar RFP and results, 2) EVCS opportunity via the VW Settlement Fund and 3) town solar project to be developed as an educational tool.
  - b. *Next Steps: Feasibility study for EVCS locations at Pinkerton and include in application for VW Settlement Funds.*

Total power consumption for the Town (excluding schools) is over 4M kwh and to date Derry is achieving close to 50% of electricity being obtained from renewable sources (via our third-party purchasing consortium and the DPW solar deployment). The Net Zero Task Force continues to reduce the Town's energy consumption through energy conservation initiatives and to introduce renewable energy sources in place of carbon sources, helping to reduce the tax burden on our citizens, attract new businesses with a "green" vision, and provide a healthy environment to live in.

Respectfully submitted,

*Jeff Moulton, PE*

Jeff Moulton, PE - Chairman







## **DERRY PLANNING BOARD**

The general role of the Board for the Town of Derry is to provide for the orderly growth and development of the municipality. Derry's Planning Board is comprised of 7 full members, 3 alternates, and two ex-officio members. The Board reviews commercial and residential applications, approving them if they meet the regulations of the Town of Derry. The Board is also responsible for the creation and update of the Master Plan which documents the vision of the town for a period of about 10-15 years into the future.

During Fiscal 2018 [July 2017 – June 2018] the Planning Board once again reviewed more commercial applications than it did subdivision applications. During this period, the Board approved 56,487 square feet of new commercial space and 2200 square feet of commercial redevelopment on Crystal Avenue. The Board also approved the creation of 6 new single-family house lots and a 32-unit townhouse development. These approvals resulted in a year to date (August 2018) net gain of \$2,587,900.00 in appraised value for the Town of Derry. This figure does not include pending building permits. Notable approvals this fiscal year included a new car dealership in the General Commercial II zone, and a new health services facility on Ashleigh Drive.

The Board has held 20 meetings since July 1, 2017. In addition to the work mentioned above, the Board accomplished the following:

- Recommended acceptance of two new town roads
- Held one compliance hearing
- Approved two lot line adjustments
- Approved amendments to five previously approved plans
- Revoked one site plan
- Approved tree trimming on two scenic roads

The Planning Board spent a good amount of time discussing amendments to the Zoning Ordinance. There were eight separate workshops held to discuss changes to the Zoning Ordinance. Public hearings were held to accept and recommend approval of the rezoning of 451 parcels. A subcommittee was formed to review the uses in the Central Business and Office Business Districts; the Planning Board will continue those discussions and workshops for the remainder of 2018.

The Planning Board will be embarking on an update to its 2010 Master Plan over the next 18 months. The Master Plan provides a basis for decision making about land use, redevelopment areas, and the allocation of Town resources. Residents are encouraged to take an active role in the process. This will help to develop a plan that meets the vision of the Derry residents and sets forth achievable goals for the Town over the next 10 years. Meeting dates, updates, and other essential information about the Plan progress will be posted on the Town of Derry's website on the Planning Board's page.



I would like to take this opportunity to thank the Planning, Public Works, Fire, Police, and IT Departments for their valued support and assistance. Thanks also go to the Board members for volunteering their free time in service to the Town; to the Town Administrator; Economic Development Director; Town Boards/Commissions, and to the Town staff for behind the scenes assistance.

Respectfully submitted,

*David Granese*

David Granese  
Chair, Derry Planning Board



# 2017 Town of Derry Report

## Southern New Hampshire Planning Commission



The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission's staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.



Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning

Board and Zoning Board members.

Services performed for the Town of Derry during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 14 hours were spent by SNHPC staff organizing a legislative event for NH Legislators and local officials in the SNHPC region for the 14 municipalities in the region; equally dividing the total hour's results in 1 hour of benefits that can be attributed to the Town.

No.	Hours	Project Description
1	122	Worked with CLD Consulting Engineers (NH DOT's consultant) to provide modeling service I-93 Exit 4A Environmental Impact Study (EIS);
2	110.5	Conducted traffic counts at 37 locations;
3	66.25	Becoming Age Friendly: Provided communities and businesses with age-friendly assessments, organized a community forum, continued to work with communities in educating stakeholders on age-friendly topics and concerns;
4	58	Continued updating the regional travel demand model, which has been using in traffic volumes forecasting on roads in the region for the future;
5	54	Represented the interests of the town on CART board of directors and executive committee;





6	41.2	Represented the interests of the Town on the Region 9 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
7	35	Coordinated Frost/Stagecoach Scenic Byway Council meetings, undertook mapping updates, and began work on marketing initiatives;
8	23.3	Made updates to the NHDOT 10-year Plan;
9	16.6	Performed Strategic Highway Research Program 2 (SHRP2) program evaluation and revision - now Partnering for Performance NH (PFPNH);
10	15	Statewide Assistance – Initiated and managed a Statewide Scenic Byway Marketing committee and its efforts to plan 2017 and 2018 forums;
11	13.7	Worked on NH Rail Transit Authority Advisory and Governance Boards projects;
12	12.7	Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region;
13	10.8	Continued with Phases 1 and II of The Brownfields Region Wide Assessment Grant, which is used for environmental studies and investigations to help move contaminated sites to clean up, redevelopment and reuse. Contaminated sites located in town centers and villages and near public water bodies and groundwater drinking sources have a high priority for funding;
14	9.6	Made updates to the Long Range Transportation Plan;
15	9.3	Developed a Complete Street Toolkit; provided an opportunity for communities to participate in a complete streets pilot project program;
16	9.3	Transportation Management Area; Participated in discussions with Nashua MPO to cooperatively develop and adjust TMA-related plans, programs, and schedules to ensure consistency
17	9	Identified fatal and incapacitating crash locations in Derry;
18	7.6	The FY 2015-2040 Regional Transportation Plan was developed and approved, TIP: The FY 2017-2020 Transportation Improvement Program was developed and approved;
19	7.1	Organized Outreach and Education Events such as our ongoing Planning Roundtable events such as Conservation Commission & Open Space Management, bringing in experts from various state agencies such as Census. Also provided a site plan review and analysis class;
20	6.8	Updated and adopted the Title IV Policy and Environmental Justice Program;
21	4.7	Updated the Congestion Management Process;
22	4	MS4 Storm Water Coalition and Regional Planning Commission Coordination of MS4 Efforts;
23	4	Identified signal warrant location locations in Derry;
24	2.5	Updated interactive maps displaying traffic count locations and traffic volumes for the Town. Maps are now available on the SNHPC.org website;
25	2.5	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through the planning commission's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins;
26	2	Assisted the town with 2018 Road Safety Audit (RSA) applications; coordinated and participated in RSA program;
27	2	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
28	1.5	Regional Water Supply Assistance Including facilitation of second regional multi-community and agency forum, continued assistance to communities on coordinating information, brought in experts from various agencies and consultant teams
29	1	Participated on the NH BPTAC (Bike-Ped Transportation Advisory Committee) Counting Subcommittee, preparing a statewide counting plan and conducting the inaugural counts using shared automated counting equipment;



30	1	Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region.
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Derry's Representatives to the Commission

Frank Bartkiewicz  
Adam Burch  
John O'Connor  
Jeffrey Moulton, Vice Chair

**Executive Committee Member:** Jeffrey Moulton, Vice Chair (as of 10/17)





## ZONING BOARD OF ADJUSTMENT

For Fiscal Year July 1, 2017 to June 30, 2018, the Zoning Board of Adjustment has the following activities:

27 Variances

1 Administrative Appeal

2 Rehearing Requests

2 Cases Withdrawn

No Special Exception Cases

Respectfully submitted,

*Lynn Perkins, Chair*

Lynn Perkins, Chair

Zoning Board of Adjustment





# DERRY TOWN CHARTER



Adopted: November 1984 (effective January 1, 1985)

Amended: 1988, 1991

Revised: 1993

Amended: 1994, 1995, 1996, 1999, 2001, 2002, 2003, 2004, 2005, 2012,  
9/2012 (effective 7/1/13), 7/2013 (effective 7/1/13)

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## **DERRY CHARTER**

### **PURPOSE**

The purpose of this Charter is to exercise the home rule power recognized under Part One, Article 39 of the Constitution of the State of New Hampshire, consistent with the general laws of the State.

### **ARTICLE 1**

#### **INCORPORATION; TOWN COUNCIL FORM OF GOVERNMENT; POWERS**

##### **SECTION 1.1 Incorporation**

The inhabitants of the Town of Derry shall continue to be a body politic and corporate under the name of the "Town of Derry" and as such to enjoy all the rights, immunities, powers and privileges and be subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. All existing debts and obligations shall remain obligatory upon the Town under this Charter.

##### **SECTION 1.2 Town Council Form of Government**

Except as otherwise provided in this Charter, all powers of the Town shall be vested in a Town Council.

##### **SECTION 1.3 Construction**

The powers conferred under this Charter are to be construed liberally in favor of the Town, and the specific mention of particular powers is not intended to limit in any way the general powers of the Town as stated in Section 1.1.

##### **SECTION 1.4 Intergovernmental Relations**

Subject only to express limitations in the provisions of the New Hampshire Statutes, the Town may exercise any of its powers or perform any of its functions under this Charter and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the State of New Hampshire or any political subdivision or agency thereof, or the United States of America or any agency thereof.



### **SECTION 1.5 Districts**

The Town shall continue to be divided into 4 Districts for the purpose of electing Town Councilors from such Districts. The boundaries of the presently established Districts shall remain as drawn until boundaries are redrawn by the Town Council based on the decennial Census of the United States. So far as reasonably fair and practicable, all Districts shall be equal in population. The Town Council shall, if necessary, adjust and establish new boundaries based on decennial Census data. The Town Council may establish its own rules and procedures governing the conduct of redistricting. However, the Town Council shall hold at least one public hearing concerning new District boundaries.

## **ARTICLE 2**

### **ELECTIONS; ELECTION OFFICIALS; CONDUCT OF ELECTIONS**

#### **SECTION 2.1 Composition of Board of Election Officers**

Eligible members of the Supervisors of the Checklist, the Moderator, the Town Clerk, and the Town Council shall constitute the Board of Election Officers. The Moderator shall be the Chairman. The Town Clerk shall serve as the Clerk of the Board. An "eligible" member shall be defined as someone who is not disqualified by State law. **(amended 9-11-2012)**

#### **SECTION 2.2 Moderator**

There shall be a Moderator of the Town who shall have all the powers and duties granted by this Charter and State law. The Moderator shall be elected at large at the regular Town election for a term of 2 years. The Moderator shall have the power to appoint all election officials except those which this Charter or State law requires to be elected or otherwise appointed. The Moderator shall determine whether all ballots from all polling places are to be counted in one or more locations. Vacancies in the office of Moderator shall be filled pursuant to State law.

#### **SECTION 2.3 Supervisors of the Checklist**

(A) There shall be 3 Supervisors of the Checklist who shall hold office for 6 years (and until their successors are elected and

qualified), elected on a staggered basis so that one Supervisor is elected every two years.

(B) Vacancies among the Supervisors of the Checklist shall be filled pursuant to State law. The person so appointed shall hold office until the vacancy for the unexpired term is filled at the next regular Town election.

(C) The Supervisors of the Checklist shall elect a chairman for a term of 2 years.

#### **SECTION 2.4 Duties of the Supervisors of the Checklist**

The Supervisors of the Checklist shall have such powers and duties as are specified under State law.

#### **SECTION 2.5 Conduct of Elections**

(A) The election officers, whose duty it is to conduct regular and special elections, shall conduct Town elections in accordance with State law. All elected Town officers shall be elected by use of the Non-Partisan Ballot System established by State law.

(B) The regular Town election shall be held on the second Tuesday in March in each year. The Town Council shall by ordinance establish other election dates, polling places and balloting hours.

(C) Persons who would be qualified under State law to vote in a biennial election in the Town if held on the day of a Town election, shall be qualified to vote in the Town election.

(D) The filing period for candidates to be placed on the ballot for Town elections shall be 10 days, beginning on the seventh Wednesday before the Town election. **(amended 3-12-13)**

#### **SECTION 2.6 Preparation of Ballots**

The Town Clerk shall prepare separate ballots to be used at all local referenda and at elections at which Town officers are chosen. The ballots shall contain in appropriate sections the names of all candidates in such order as permitted by State law, without party designation. Below the list of names of the

candidates of each office, there shall be as many blank spaces as there are offices to be filled at the election. No titles, military, professional or otherwise, shall accompany the name of any candidate on the ballot.

#### **SECTION 2.7 Preservation of Ballots**

All the ballots cast at each election shall be preserved, maintained, and sealed as required by State law.

#### **SECTION 2.8 Contested Elections**

(A) Any person for whom a vote was cast and recorded for any office at a town election may, before the expiration of 3 days after the date of the election, apply in writing to the Town Clerk for a recount of the ballots cast for such office and shall pay to the Town Clerk the fee authorized by State law, for the use of the Town. The Town Clerk shall appoint a time for the recount not earlier than 5 days and not later than 10 days after the receipt of the application. If a recount is requested for a Town office, no person shall assume that office until the recount is completed.

(B) The recount shall be conducted by the Board of Election Officers acting as a Board of Recount. In compliance with State law, the members of the Board of Election Officers comprising the Board of Recount shall be the Town Clerk, the Moderator, and members of the Town Council, provided that all officers are eligible pursuant to RSA 669:32. The Board shall determine the results of any recount. Decisions of the Board in cases of contested elections shall be final, subject only to statutory appeals to the Superior Court. **(amended 9-11-2012)**

(C) Tied elections for any elected Town office shall be determined by lot in a manner decided by the Town Clerk in the presence of the candidates who are tied, if upon notice from the Clerk they elect to be present.

(D) If any 10 voters of the Town shall, before the expiration of 7 days after the date of the regular Town election or special election, apply in writing to the Town Clerk for a recount of the votes on any ballot question affecting the Town only, the Clerk shall appoint a time and place for the recount, not earlier than 5

days nor later than 10 days after receipt of the application. The recount shall be conducted in accordance with State law. Applicants shall pay to the Town Clerk, for use of the Town, the appropriate fee as established by State law.

#### **SECTION 2.9 Certification of Election and Appointment**

(A) Written notice of election or appointment to any Town office or board shall be mailed by the Town Clerk to the person elected or appointed, within 48 hours after the appointment is made or the results of any vote are certified to the Town Council. If, within 10 days from the date of the notice, such person shall not take, subscribe to and file with the Town Clerk an oath of office, such neglect shall be deemed a refusal to serve and the office shall be deemed vacant, unless the Town Council shall extend the time in which such person may qualify.

(B) The removal from office in accordance with this Charter, with or without cause, of a person elected or appointed or otherwise chosen for a fixed term, shall give no right of action for breach of contract.

(C) Except as otherwise provided by law, before entering upon the duties of office, every person elected or appointed to Town office shall take and subscribe to an oath of office as prescribed by law, which shall be filed and kept in the office of the Town Clerk. Any oath required by this section may be administered by any officer qualified by law to administer oaths.

(D) All elected Town officials shall take office on the first Monday following their election and shall hold office until their successors are duly elected and qualified.



**ARTICLE 3**  
**PETITIONS: FREE; INITIATIVE; REFERENDUM**

**SECTION 3.1 Free Petition**

(A) Individual Petitions, Action Discretionary: The Town Council shall receive all petitions which are addressed to them and signed by a registered voter and may, in their discretion, take such action in regard to such petitions as they deem necessary and appropriate.

(B) Group Petitions, Action Required: The Town Council shall hold a public hearing and act by taking a vote on the merits of every petition which is addressed to it and which is signed by at least 100 registered voters. The hearing shall be held by the Town Council, or by a committee or subcommittee thereof, and the action by the Town Council shall be taken not later than 60 days after the petition is filed with the Town Clerk. Hearings on two or more petitions filed under this section may be held at the same time and place. The Town Clerk shall mail notice of the hearing to 10 petitioners whose names first appear on each petition at least 7 days before the hearing. Notice shall be given by publication of a summary of the contents of a petition at least 7 days prior to all such hearings, at public expense. No hearing shall be held upon more than one petition containing the same subject matter in any 12-month period. No hearing or action by the Town Council under this section shall be required in the case of any petition to suspend the implementation of an ordinance adopting a budget or enacting a land use regulation.

**SECTION 3.2 Initiative Petition**

(A) Commencement of Proceedings: Initiative procedures shall be started by the filing of an initiative petition with the Town Clerk. The petition shall be addressed to the Town Council, shall contain a request for passage of a particular measure set forth in the petition, and shall be signed by no less than 20 percent of the total number of votes cast in the last regular Town election.

Signatures to an initiative petition need not be all in one paper. All such papers pertaining to any one measure shall be fastened together and shall be filed in the office of the Town Clerk as one instrument, with the endorsement thereon of the names and

addresses of the persons designated as filing the same. With each signature to the petition shall be stated the place of residence of the signer, giving the street and number, if any.

Within 7 days after the filing of an initiative petition, the Town Clerk shall ascertain by what number of registered voters the petition is signed, and what percentage that number is of the total number of votes cast in the last regular Town election, and shall attach thereto a certificate showing the result of such examination.

The Town Clerk shall forthwith transmit the certificate with the petition to the Town Council and at the same time shall send a copy of the certificate to the first person designated on the petition as filing the same.

When such certificate establishes that the petition appears to have been signed by the requisite number of registered voters, the petition shall be deemed to contain requisite signatures unless written objections are made with regard to the signatures thereon by a registered voter within 7 days after such certificate has been issued, by filing such objections with the Town Council and a copy thereof with the Town Clerk. The validity of any such objection shall be determined by the Town Council at their next regular meeting.

(B) Requirements for Passage and Submission to Electorate. If the Town Council determines that the petition contains the requisite signatures of registered voters, and if in the opinion of the Town attorney the petitioned initiative measure may lawfully be passed by the Town Council, the Town Council shall within 20 days after the petition has been finally determined to be sufficient: (1) pass the measure without alteration; or, (2) schedule a special Town election to be held on a date not less than 30 nor more than 60 days thereafter, and submit the measure without alteration to a vote at that election. However, if any other Town election is to occur within 60 days after the petition has finally been determined to be sufficient, the Town Council may omit a special election and submit the measure to a vote at such other Town election.

The ballot presenting an initiative measure shall state the nature of the measure in terms sufficient to communicate the substance



thereof. The question shall be whether the initiative measure should be adopted.

### **SECTION 3.3 Referendum Petitions**

(A) Commencement of Proceedings: Referendum petitions must be filed with the Town Clerk within 30 days after adoption by the Town Council of the measure or part thereof protested by the petition. Referendum petitions shall identify specifically the measure or part thereof protested and must be signed by no less than 20 percent of the total number of votes cast in the last regular Town election. The procedures of Section 3.2 (A) shall apply to referendum petitions except that the words "measure or part thereof protested" shall, for this purpose, replace the word "measure" in the said section whenever it may occur, and the word "referendum" shall replace the word "initiative" in said section.

(B) Suspension of Effect of Measure or Part Thereof Protested: When a referendum petition is filed with the Town Clerk, the measure or part thereof protested shall be suspended from taking effect, except for emergency ordinances adopted under Section 6.3 of this Charter or ordinances adopting a budget or land use regulation, which shall not be subject to suspension. Such suspension shall terminate when:

1. There is a final determination of insufficiency of the petition; or
2. The filers of the petition withdraw it; or
3. 30 days have elapsed after a vote of the Town on the measure or part thereof protested

(C) Action on Petition: When a referendum petition has been finally determined to be sufficient, the Town Council shall reconsider the protested measure or part thereof by voting whether to repeal it. If the Town Council fails to repeal the protested measure or part thereof within 30 days after the day the petition was finally declared sufficient, the Town Council shall submit the protested measure or part thereof to a vote of the Town at a special Town election to be held on a date fixed by the Town Council. Such special election shall be held not less than 30 nor

more than 60 days after the Town Council's vote on repeal. However, if any other Town election is to occur within 60 days after the Town Council's vote on repeal, the Town Council may omit a special election and submit the protested measure or part thereof to a vote at such other Town election.

The ballot presenting a referendum measure under this section shall state the nature of the protested measure or part thereof in terms sufficient to communicate its substance. The question shall be whether the referendum measure should be repealed.

#### **SECTION 3.4 Submission of Proposed Measure to Voters**

The Town Council may, on its own motion, submit any proposed measure, or a proposition for the repeal or amendment of any measure, to a vote of the Town at a regular or special Town election in the same manner and with the same force and effect as provided by this Charter for submission of initiative or referendum measures.

#### **SECTION 3.5 Measures with Conflicting Provisions**

If two or more initiative or proposed measures passed at the same Town election contain conflicting provisions, only the one receiving the greater number of affirmative votes shall take effect.

### **ARTICLE 4 JUDICIAL AND ADMINISTRATIVE BOARDS**

#### **SECTION 4.1 Elected Boards**

(A) Trustees of Trust Funds: There shall be a board of 3 Trustees of Trust Funds whose powers and duties are provided by State law. Trustees of Trust Funds shall be elected at the regular Town election for terms of 3 years, one Trustee each year. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(B) MacGregor Library Trustees: There shall be a board of 7 Trustees of the MacGregor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no

more than 3 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(C) Taylor Library Trustees: There shall be a board of 5 Trustees of the Taylor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no more than 2 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(D) Cemetery Trustees: The duties and responsibilities of Cemetery Trustees pursuant to RSA 289 shall be delegated to and exercised by the Derry Town Council.

#### **SECTION 4.2 Administrative Boards**

(A) Planning Board: There shall be a Planning Board, whose powers and duties are provided by State law. The Planning Board shall consist of 9 members, of whom 7 are appointed and 2 are ex officio. The 7 appointed members shall be appointed by the Town Council for terms of 3 years, except that initial appointments shall be staggered so that no more than 3 appointed members shall have terms that expire in a single year; a vacancy occurring before the end of a term shall be filled for the unexpired term. The 2 ex officio members shall consist of the Town Administrator, or with approval of the Town Council the Administrator's designee, and a Town Councilor designated by the Town Council for a one year term. There shall also be 3 alternate appointed members appointed in the same way as regular appointed members, except no more than one alternate appointed member's term shall expire in a single year. **(amended 9-11-2012)**

(B) Housing and Redevelopment Authority: There shall be a Housing and Redevelopment Authority whose powers and duties are provided by State law. The Authority shall consist of 5 members appointed by the Town Council for terms of 5 years, except that initial appointments shall be staggered so that no more than one member's term shall expire in a single year. Vacancies shall be filled for the unexpired term.

(C) Conservation Commission: There shall be a Conservation Commission whose powers and duties are provided by State law.

The Commission shall consist of 7 members appointed by the Town Council for terms of 3 years, except that initial terms shall be staggered so that no more than 2 members shall have terms that expire in the first year, two members in the second year and three members in the third year. Vacancies shall be filled for the unexpired term. Four (4) alternate members shall be appointed in like manner, except that the terms of no more than two alternate members shall expire in a single year.

(D) Heritage Commission: There shall be a Heritage Commission whose powers and duties are provided by State Statute in accordance with RSA 673:4-a I & II only, 674:44a, 674:44-b I & III, 674:44-d. The Commission shall consist of 5 (five) members who shall have the powers and duties of both the Heritage Commission and a Historic District commission. The Commission shall consist of at least four (4) regular members who shall be appointed by the Town Council for three (3) year terms which shall be staggered so that no more than two (2) members' terms will expire in a single year. One regular member shall be a Town Councilor, designated by the Town Council for a term of one (1) year. There shall be three (3) alternate members who shall be appointed by Town Council for three (3) year terms which shall be staggered so that no more than one (1) member's term will expire in a single year. Vacancies shall be filled for the unexpired term."  
**(amended 1999)**

#### **SECTION 4.3 Judicial Boards**

Zoning Board of Adjustment: There shall be a Zoning Board of Adjustment whose powers and duties are provided by State law. The Board shall consist of 5 regular members appointed by the Town Council for 3 year terms, except that initial appointments shall be staggered so that no more than 2 members shall have terms that expire in a single year. In addition, there shall be 5 alternate members, appointed in the same way as regular members, except that no more than two alternate members' terms shall expire in a single year. Vacancies shall be filled for the unexpired term.



#### **SECTION 4.4 Terms of Office**

The terms of office of all members of appointed boards shall begin on April 1 and end on March 31.

#### **SECTION 4.5 Certain Vacancies**

(A) Unless otherwise provided in this Charter, in the event of a vacancy in an elected office, the Town Council shall fill the vacancy by appointment until the next regular Town election, at which time the vacancy shall be filled by election for the remainder of the unexpired term.

(B) Unless otherwise provided in this Charter, vacancies in appointed boards, commissions or committees shall, be filled by available alternate members selected by Town Council for the unexpired term.

#### **SECTION 4.6 Board Membership Restriction**

No member or alternate member of any Administrative or Judicial Board of the Town shall serve on any other Administrative or Judicial Board of the Town, except for ex officio members or Town Councilors designated to serve as members of a board.

#### **SECTION 4.7 Other Administrative Committees**

Other administrative boards and committees may be established as necessary by the Town Council.

#### **SECTION 4.8 Meetings with Town Council and Town Administrator**

The Town Council and the Town Administrator shall meet during the month of January, and more often if Town affairs so warrant, with the Chairmen of all standing town committees and boards to review significant actions taken by the committees, projects currently under discussion and anticipated activity for the coming year.

## **ARTICLE 5 THE GOVERNING AND LEGISLATIVE BODY**

### **Section 5.1 The Town Council**

Except as otherwise provided by this Charter, the governing and legislative body of the Town shall be a Town Council exercising all powers authorized by State law. The Town Council shall consist of 7 councilors, of whom 3 councilors shall be elected at large, and one councilor shall be elected from each District.

### **Section 5.2 Terms of Office**

The term of office for members of the Town Council shall be for three years, or until the election and qualification of their successors.

### **Section 5.3 Qualification for Office as Town Councilor**

To be eligible for election to the office of Town Councilor, a candidate must be 18 years of age, be a resident of the Town for at least one calendar year before the election, and in the case of a District Councilor, be a resident of the District to be represented. If a Councilor or any elected official of the Town moves from the Town, or from the District in the case of a District Councilor, and establishes a domicile in some other place, the office shall be declared vacant and shall be filled as provided for by this Charter.

### **SECTION 5.4 Selection of Chairman and Chairman Pro Tem**

The Council shall, by the affirmative vote of a majority of all its members, at its first regular meeting following each regular Town election, choose one of its members Chairman for a term of one year. The Council shall choose one of its member's Chairman Pro Tem, for a term of one year, who shall act in the absence or disability of the Chairman. In the event of a vacancy occurring in the office of Chairman, the Council shall choose one of its members Chairman at the next regular meeting to serve for the unexpired term. The Chairman shall be the official head of the Town for all ceremonial purposes, shall preside at all meetings of the Council and may speak and vote at such meetings.



### **SECTION 5.5 Election of Councilors**

Town Councilors shall be elected for terms of 3 years on a staggered basis, under the following schedule: At the first regular Town election following the effective date of this Charter (1994), there shall be elected one Councilor-at-large and the Councilor for District 1; at the second ensuing regular Town election (1995), there shall be elected one Councilor-at-large and the Councilors for District 2 and 4; at the third ensuing regular Town election (1996), there shall be elected one Councilor-at-large and a District Councilor for District 3. Thereafter, Town Councilors shall be elected on the same schedule in each ensuing 3 year cycle..

### **SECTION 5.6 Removal of Councilors**

The Town Council may, on specific charges and after due notice and hearing, at any time remove one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in this Charter.

### **SECTION 5.7 Filling of Town Council Vacancies**

In case a vacancy occurs in the Town Council for any reason, the remaining Town Councilors shall, by majority vote, appoint an acting Councilor from among persons eligible to hold the vacant office, to serve until the next regular Town election, at which point the vacancy shall be filled by election for the remainder of the unexpired term.

The Town Council shall act to fill a vacancy no later than 21 days after the vacancy has been officially declared. If such action is not taken within 21 days, the appointment shall be made by the Chairman of the Council. The person so appointed shall be sworn and commence to serve forthwith.

### **SECTION 5.8 Compensation; Expenses**

The Town Council shall establish an annual salary and expense allowance for its members, subject to the following: No increase in such salary or expense allowance shall be effective unless it shall have been adopted by a two-thirds vote of all the members of the Town Council. The new salary and expense schedule shall be included in the next Town budget process, and shall take effect

in the fiscal period to which that budget applies. No Councilor in office at the time the new schedule is adopted shall receive any benefit of the new schedule during the remainder of the Councilor's then-current term of office.

#### **SECTION 5.9 Rules; Meetings; Quorum**

(A) The Town Council shall from time to time establish rules for its proceedings. Regular meetings of the Town Council shall be held at a time and place fixed by the Council but which shall be not less frequent than once monthly. Special meetings of the Town Council may be held on the call of the Town Administrator, or the Chairman of the Council, or on the call of any three or more members, by written notice delivered to the place of residence or business of each member at least 48 hours in advance of the time set. Sessions of the Town Council shall be open to the public, in accordance with RSA 91-A. Every matter coming before the Town Council for action shall be put to a vote, the result of which shall be duly recorded.

(B) A majority of all the members of the Town Council shall constitute a quorum. The affirmative vote of a majority of all the members of the Town Council shall be necessary to adopt any appropriation. Except as otherwise provided by law or this Charter, any other action or measure may be adopted by a majority vote of those present.

#### **SECTION 5.10 Council Staff**

The clerk of the Town Council shall be the Town Clerk. The Clerk of the Town Council or designee shall give notice of all meetings of the Town Council to its members and to the public, shall keep a record of its proceedings and shall perform such duties as may be assigned by the Charter, by ordinance, or by other vote of the Town Council.

#### **SECTION 5.11 Town Councilors - Incompatible Offices**

Except as otherwise provided in this Charter, members of the Town Council shall not hold any other office or employment with the Town. Former members of the Town Council shall not be eligible for appointment as a compensated Town officer or employee until one year after the expiration of their service.

## **ARTICLE 6 ORDINANCES**

### **SECTION 6.1 Municipal Legislation**

Municipal legislation shall be by ordinance. Each ordinance shall be identified by a number and a short title. The enacting clause of each ordinance shall be "The Town of Derry Ordains," and the effective date of each ordinance shall be specified in it. All ordinances shall be recorded at length uniformly and permanently by the clerk of the Town Council, and each ordinance so recorded shall be authenticated by the signature of the Chairman of the Town Council and the Clerk of the Town Council.

### **SECTION 6.2 Ordinances**

(A) An ordinance may be introduced by any Councilor at any regular or special meeting of the Town Council. Upon introduction of any ordinance, the Clerk of the Town Council shall distribute a copy to each Councilor and to the Town Administrator, shall file a reasonable number of copies in the office of the Town Clerk and shall post a copy in such other public places as the Council may designate. The full text of the proposed measure or ordinance need not be included in the notice if an adequate statement is included, describing the proposal and designating the place where the proposal is on file for public inspection.

(B) Every proposed ordinance shall be introduced in writing in the form required for final adoption. Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance, sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type, and shall indicate new matter by underscoring or by italics.

(C) After the ordinance's first reading, it shall be published on the Town website and a notice placed in a newspaper of general circulation in the Town at least once, publicizing the time and place when and where it will be given a public hearing and be considered for final passage. The newspaper notice shall also contain a statement describing the proposal, and designating the



place where the proposal is on file for public inspection.  
**(amended 9-11-2012)**

(D) No ordinance shall be passed finally on the date on which it is introduced, except in cases of emergency involving the health or safety of the people or their property. Every adopted ordinance, except as otherwise provided by this Charter, shall become effective at the expiration of 30 days after adoption or at any later date specified therein.

No ordinance shall be amended or repealed except by another ordinance adopted in accordance with this Charter, or as provided in the initiative and referendum procedures of this Charter.

### **SECTION 6.3 Emergency Ordinances**

An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall contain statements after the enacting clause declaring that an emergency exists, and describing the scope and nature of the emergency in clear and specific terms. A preamble which declares and defines the emergency shall be separately voted on and shall require the affirmative vote of two-thirds of all the members of Town Council.

Action on an emergency ordinance shall be taken without amendment at the meeting at which the ordinance is introduced. No ordinance making a grant, renewal or extension, whatever its kind or nature, of any franchise or special privilege shall be passed as an emergency ordinance and except as provided by law relating to utility lines, no such grant, renewal or extension shall be made otherwise than by the regular procedure established for ordinances. After its adoption, an emergency ordinance shall be published as prescribed for other adopted ordinances. It shall become effective upon adoption or at such time as it may specify.

### **SECTION 6.4 Codification of Ordinances**

Not later than 18 months after taking office under this Charter and at least every fifth year thereafter, the Town Council shall have prepared a revision or codification of the ordinances of the Town which are appropriate for continuation as local laws of the Town.

### **SECTION 6.5 Existing Ordinances**

All by-laws, ordinances, rules, restrictions and regulations of the Town of Derry which are in effect as of the effective date of this Charter, and are not inconsistent with this Charter, shall remain in effect after the adoption of this Charter until they expire by their terms or are repealed, modified or amended by the Council.

### **SECTION 6.6 Charter Objection**

On the first occasion that the question on adoption of a measure is put to the Town Council, if two Councilors object to the taking of the vote, the vote shall be postponed until the next meeting of the Town Council whether regular or special. The Councilors who raise the objection shall state the basis for the objection and cite the Charter provision or other applicable law being relied upon in making the objection. This procedure shall not be used more than once for any agenda item. Any item once postponed shall not be further postponed under this section. The Charter objection privilege is not available with respect to an emergency ordinance.  
(amended 9-11-2012)

## **ARTICLE 7 GENERAL POWERS**

### **SECTION 7.1 General Powers of the Town Council**

Subject to the provisions of this Charter, as the elected body serving as the legislative and governing body of the town, the Town Council shall exercise all the powers and duties of selectmen, city councils and boards of aldermen and such other powers and duties provided by State statute or the Constitution of the State of New Hampshire. Except as otherwise provided by State law or this Charter, the powers of the Town Council may be exercised in a manner determined by it.

### **SECTION 7.2 Regulation of Fees and Other Charges**

In accordance with State law, the Administrative Code and this Charter, the Town Council shall approve and regulate all fees and charges, whether for reclamation, impact, use, permits or any other charges that may be made by any department or agency, for the use of the facilities or services of the Town.

### **SECTION 7.3 Delegation of Powers**

The Town Council may delegate to one or more Town agencies the powers to grant and issue licenses and permits vested in the Town Council by State law, and may regulate the granting and issuing of licenses and permits by any such Town agency. The Town Council may in its discretion, rescind any such delegation without prejudice to any prior action taken on such licenses or permits.

### **SECTION 7.4 Inquiries and Investigations**

The Town Council may require any elected or appointed Town officer or employee, any official appointed or confirmed by the Council, or any member of an elected Town board or elected Town commission to appear before it and to give such information as the Town Council may require in relation to such person's office, function or performance. The Town Council shall give at least 48 hours written notice of the general scope of the inquiry which is to be made to any person it shall require to appear before it under this section.

The Town Council may make investigations into the affairs of the Town and into the conduct of any Town agency, and for this purpose may administer oaths and require the production of evidence.

## **ARTICLE 8**

### **ADMINISTRATION OF GOVERNMENT**

#### **SECTION 8.1 Town Administrator**

The chief administrative officer of the Town shall be the Town Administrator (hereinafter called the "Administrator"). The Administrator shall be appointed by the Town Council upon the affirmative vote of at least 5 members of the Council. The Administrator shall hold office at the pleasure of the Town Council. The Town Council shall fix the Administrator's salary and terms of employment.

#### **SECTION 8.2 Qualifications**

The Administrator shall be appointed solely on the basis of qualifications for the office, with special reference to education,



training and previous experience in public or private office. The Administrator need not be a resident of the Town or of the State of New Hampshire unless contractually obligated. The Administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, except as authorized by this Charter, nor engage in any other business or occupation unless with the approval of the majority of the Town Council.

**(amended 3-12-2013)**

### **SECTION 8.3 Evaluation of Administrator's Performance**

During the budgetary process following the first anniversary of the Administrator's service to the Town and during each subsequent budgetary process, the Town Council shall conduct an evaluation of the Administrator's performance in office. After such evaluation, the Town Council shall determine whether the Administrator's overall performance in office has been satisfactory or unsatisfactory. The Town Council shall also establish the Administrator's compensation for the ensuing year.

### **SECTION 8.4 Removal of Administrator**

(A) The Administrator may be removed by a majority vote of all members of the Town Council as herein provided. The Town Council shall adopt a resolution stating its intention to remove the Administrator and the reasons therefore, a copy of which shall be served on the Administrator. Immediately upon delivery to the Administrator of the resolution stating the intent of the Town Council, the Administrator shall be relieved of office and all further duties.

(B) The Administrator may reply thereto in writing within 10 days, and upon request, shall be afforded a public hearing which shall occur not earlier than 10 days nor later than 15 days after such hearing is requested. After the public hearing, if one is requested, and after full consideration, the Town Council, by majority vote of all its members, may adopt a final resolution of removal. The Administrator shall continue to receive full salary until the effective date of a final resolution of removal. The action of the Town Council in removing the Administrator shall be final.

During the period between adoption of a resolution under Paragraph (A) of this section and final action under Paragraph (B), the Town Council shall, by majority vote of all its members, appoint an interim Administrator to serve at the will of the Town Council for not more than 90 days. If a final resolution of removal is not adopted, the Administrator shall resume office forthwith.

#### **SECTION 8.5 Acting Town Administrator**

(A) Whenever by reason of sickness, absence from the town or other unexpected cause, the Town Administrator shall be unable to perform the duties of the office for a period of 3 successive working days or more, the Town Council shall appoint an Acting Town Administrator.

(B) The Acting Administrator shall have all the powers and perform all the duties of the Administrator except to the extent that said powers and duties may be specifically restricted by Town Council resolution. The Acting Administrator shall be paid such salary for services hereunder as may be prescribed by the Town Council.

#### **SECTION 8.6 Powers and Duties of Administrator**

(A) The Administrator shall be the chief administrative officer of the Town, shall supervise and be responsible for the administrative and financial affairs of the Town and shall carry out the policies enacted by the Council. The Administrator shall be charged with the preservation of the health, safety, and welfare of persons and property and shall see to the enforcement of the ordinances of the Town, this Charter and general State laws governing administration of the Town. The Administrator shall supervise and direct the administration of all Town departments and personnel therein.

(B) Except as otherwise provided by this Charter, the Administrator shall appoint upon merit and fitness alone, and may remove all officers and employees of the Town, subject to the provisions of pertinent statutes and the Administrative Code. Appointment of officers and employees who report directly to the Town Administrator shall be subject to confirmation by vote of the Town Council.

(C) The Administrator shall fix the compensation of all Town officers and employees appointed by the Administrator, within the limits established by existing appropriations.

(D) The Administrator shall have full jurisdiction over the rental and use of all Town facilities under the Administrator's control. The Administrator shall be responsible for the maintenance and repair of all Town property under the Administrator's control, within the limits of existing appropriation.

(E) The Administrator shall keep a full and complete inventory of all property of the Town, both real and personal.

(F) The Administrator shall be responsible for purchasing all supplies, material and equipment for all departments and activities of the Town.

(G) The Administrator shall keep the Town Council informed of the needs of the Town, and make such reports and recommendations as the Administrator may deem advisable or as the Council, as provided by this Charter or by ordinance, shall direct.

(H) The Administrator shall have and perform such other powers and duties not inconsistent with the provisions of this Charter as now are, or may be, conferred or imposed upon the Administrator by ordinance, or by general State laws. The Administrator shall have the right to take part in the discussion of all matters before the Town Council, but not the right to vote.

#### **SECTION 8.7 Non-interference by Individual Members of the Town Council**

The Town Council shall act in all matters as a body. Members of the Council shall not seek individually to influence the official acts of the Town Administrator, or any other officers; or to direct or request, except in writing, the appointment of any person to, or removal from, office; or to interfere in any way with the performance by such officers of their duties. Any member of the Town Council violating the provisions of this section, as



determined through procedures established in this Charter, shall forfeit the office.

#### **SECTION 8.8 Appointive Officers**

(A) There shall be appointed by the Administrator, subject to confirmation by vote of the Town Council, a police chief, a fire chief, a health officer, one or more assessors, town attorney, a tax collector and such other officers as may be necessary to administer all departments which this Charter and the Town Council shall establish. Assessors shall, prior to appointment, have demonstrated knowledge of property appraisal or assessment and of the laws governing the assessment and collection of property taxes. The powers and duties of appointed officers and heads of departments shall be those prescribed by state law, by the Charter or by ordinance.

(B) The Town Council may engage as needed such other attorneys as are deemed in the best interest of the Town or to provide legal advice to the Town Council.

#### **SECTION 8.9 Departments; Administrative Code**

The Town shall have departments, divisions, boards or committees as may be established by this Charter or as the Town Council may establish by ordinance. It shall be the duty of the Administrator to draft and to submit to the Town Council within 9 months after assuming office, an ordinance consistent with this Charter to be titled as the "Administrative Code", which provides for the division of the administrative service of the Town into departments or agencies and defines the functions and duties of each.

The ordinance shall include, subject to any collective bargaining agreements that may be agreed upon, provisions for a merit plan to ensure that all appointments and promotions in the service of the Town shall be made solely on the basis of merit and only after appropriate examination or review of the applicants' relative knowledge, skills, abilities and experience and provisions governing discipline and dismissal of personnel. Subsequent to the adoption of such ordinance, upon recommendation of the Administrator, the Town Council by ordinance may amend it to

create, consolidate or abolish departments, agencies or other divisions of the Town, define the functions and duties of each, or otherwise amend it.

The chief officer of each department shall have supervision and control of such department and shall have the power to prescribe rules and regulations for the conduct of such department, not inconsistent with general law, this Charter, the Administrative Code, and the provisions of the merit plan. Prior to adoption of the Administrative Code, the Administrator shall have the power to establish temporary rules and regulations to ensure economy and efficiency in the several divisions of Town government.

#### **SECTION 8.10 Town Clerk**

There shall be a Town Clerk, elected for a term of 3 years. The Town Clerk shall have such authority and perform such duties as provided by State law. Vacancy in the office of Town Clerk shall be filled in accordance with State law.

### **ARTICLE 9 FINANCE**

#### **SECTION 9.1 Fiscal Year**

The fiscal year of the Town shall begin July 1 and run through the subsequent June 30 in each year.

#### **SECTION 9.2 Preparation of Budget**

The preparation of the fiscal budget of the Town shall begin at such time as specified by the Administrator, or as directed by the Administrative Code. The chief officer or director of each department shall submit to the Administrator an itemized estimate of the expenditures for the next fiscal year for the department or activities under the officer's control. In presenting the budget to the Town Council, the Administrator shall also include a detailed report of estimated revenues other than those to be derived from real estate taxes, paying particular attention to departments or activities that are self-sustaining.

### **SECTION 9.3 Submission of Budget; Budget Message**

(A) By April 1 the Administrator shall submit to the Clerk of the Town Council a proposed budget for the ensuing fiscal year which shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year, an accompanying budget message and supporting documents, including the estimated effect of the proposed budget on the tax rate.

(B) The message of the Administrator shall explain the budget for all Town agencies both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the Town for the ensuing fiscal year, indicate any major changes from the current fiscal year in financial policies, expenditures and revenues, together with the reasons for such changes; summarize the Town's debt position and include such other material as the Administrator deems desirable or the Town Council may reasonably require.

### **SECTION 9.4 Action on the Budget**

(A) Limitation of Budget Increases: Recognizing that the final tax rates for the Town of Derry are set by the New Hampshire Department of Revenue Administration pursuant to State law, the Administration and Town Council of the Town of Derry shall develop their annual budget proposals in accordance with the mandates of this section. In establishing a municipal budget, the Town Council shall be allowed to assume an estimated property tax rate only in an amount equal to the equalized tax rate established during the prior fiscal year increased by a factor equal to the average change in the Northeast Region Consumer Price Index for All Urban Consumers (CPI-U) as published by the United States Department of Labor Bureau of Labor Statistics for the calendar year immediately preceding budget adoption. Total expenditures for any given budget year shall not exceed funds reasonably calculated to be derived by a tax rate so established in addition to other revenues generated by the municipality. This provision shall not prevent the Town Council from establishing an annual municipal budget below this limit. This provision shall not limit the Town Council from appropriately funding any programs or accounts mandated to be paid from municipal funds by state or federal law. **(amended 3-12-13)**



(B) Exception to Budget Limitation: The total or any part of principle and interest payments for any municipal bond may be exempted from being included in expenditures subject to the prior limitation in Sec. 9.4(A) upon a two-thirds vote of the entire Derry Town Council. This decision shall be made annually.

(C) Public Hearing: The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the proposed budget as submitted by the Administrator with a notice stating: (1) the times and places where copies of the proposed budget are available for inspection by the public and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on the proposed budget will be held by the Town Council.

(D) Adoption: The Town Council shall enact the budget, with or without amendments, by May 31. In amending the budget, it may delete, decrease, increase or add any programs or amounts, except it may not decrease expenditures required by law or for debt service. If the Town Council fails to take action with respect to the budget by May 31, such budget shall, without any action by the Town Council, be deemed to have been adopted, and shall be available for the purposes specified.

#### **SECTION 9.5 Quarterly Budget Reports**

At the beginning of each quarterly period during the fiscal year, and more often if required by the Town Council, the Administrator or designee shall submit to the Town Council data showing the state of the Town's financial affairs. The Administrator shall, at the Town Council's first regular meeting in the quarterly period, using the same data furnished to the Town Council, provide a report to the public that shows the relation between the estimated and actual income and expenses to date, together with outstanding indebtedness and estimated future expenses. The Town Administrator, with simple majority approval of the Town Council, may reduce appropriations for any item or items, except amounts required for debt and interest charges or other legally-required expenditures, to such a degree as may be necessary to keep total expenditures within total anticipated revenues **(amended 3-13-12)**

### **SECTION 9.6 Appropriations After Adoption of Budget**

No appropriation shall be made for any purpose not included in the annual budget as adopted, unless approved by a two-thirds majority of all the members of the Town Council after a public hearing. The Town Council shall, by resolution, designate the source of any money so appropriated.

### **SECTION 9.7 Transfer of Appropriations**

"No expenditure shall be made, and no obligation for expenditure shall be incurred, except pursuant to a duly adopted appropriation or a transfer of appropriation permitted by this section.

With the approval of a majority of the Town Council, the Town Administrator may transfer any unencumbered appropriation balance or any portion thereof from one department to another. The Town Administrator may transfer any unencumbered appropriation balance or any portion thereof within a department, provided that funds are available to support the transfer, that the amount to be transferred is not essential for the effective operation of the department's functions, and that the transfer is not otherwise contrary to State law." **(amended 9-11-2012)**

### **SECTION 9.8 Capital Improvements Plan**

(A) The Town Administrator, after consultation with the Planning Board, shall prepare and submit to the Town Council a capital improvements plan at least one month prior to the final date for submission of the budget. The capital improvements program shall include:

- (1) A clear summary of its contents.
- (2) A list of all capital improvements including major replacements which are proposed to be undertaken during the next 6 fiscal years, including, but not limited to, equipment, sewer and water mains or facilities, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements.

- (3) Cost estimates, methods of financing and recommended time schedule for each improvement.
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(B) The capital improvements plan shall be based on a period of not less than 6 years and shall be guided by the Master Plan for the Town.

(C) The foregoing information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

(D) The Town Council and Planning Board shall meet annually in preparation for and review of the capital improvements plan in a manner determined from time to time by the Town Council.

(E) A summary of the updated capital improvements plan with estimated costs shall be included in the Town report and the current year costs of the capital improvements plan shall be included in the Town budget.

(F) The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the capital improvements plan and a notice stating: (1) the times and places where copies of the capital improvements plan are available for inspection by the public; and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on said plan will be held by the Town Council.

(G) After the public hearing and at the time of adoption of the budget as set forth in **Section 9.4D** of the Charter and on or before 30 days prior to the start of the ensuing fiscal year, the Town Council shall by resolution adopt the capital improvements plan with or without amendment, provided that each amendment must be voted separately and that any increase in the capital improvements plan as submitted must clearly identify the method of financing proposed to accomplish the increase.



### **SECTION 9.9 Lapse of Appropriations; Special Revenue Funds**

Every appropriation, except an appropriation for a capital expenditure or dedicated funds permitted by State law, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if 2 years pass without any disbursement from, or encumbrance of, the appropriation. Special Revenue Funds may be established in accordance with State law for a specific purpose only upon receiving a vote of two-thirds of all the members of the Town Council.

### **SECTION 9.10 Purchasing Procedure**

The Administrative Code, as approved by the Town Council, shall establish purchasing and contract procedure, as well as a non-competitive bid procedure, including the assignment of all responsibility for purchasing to the Administrator or designee, and the combination purchasing of similar articles by separate departments. The Town Administrator, through a written procedure and notification of the Town Council, shall establish dollar limits for purchases and contracts which must be by competitive bid and shall establish the bidding procedures. No competitive bids shall be required when purchasing through the State of New Hampshire or at the State of New Hampshire bid prices. Requirements for bids may be waived in specific instances by the Town Administrator; however the Town Administrator must have the approval of the Council Chair to waive bidding requirements on his/her purchases.

**(amended 3-13-2012)**

### **SECTION 9.11 Special Assessments**

When it appears either by petition or Council deliberation that the cost of a public improvement should be defrayed in part or whole by special assessment upon the property especially benefitted, the Town Council shall have authority to so declare by resolution. The Town Council shall hold a public hearing prior to enacting any

special assessment resolution. Such resolution shall state the estimated cost of the improvement, the proportion of the cost to be borne by special assessment and the proportion to be borne by Town general revenues. The resolution shall designate the areas of the Town or the premises on which the special assessment shall be levied and the conditions of payment of the levy. Adoption of the resolution shall require an affirmative vote of two-thirds of all the members of the Town Council. The Town Council shall prescribe by ordinance, complete special assessment procedures concerning plans and specifications estimate of costs, notices, hearings and any other matters concerning the financing of improvements by the special assessment method.

#### **SECTION 9.12 Fiscal Control**

The Administrative Code shall establish procedures governing fiscal control of all Town finances, including, but not limited to, a pre-audit of all authorized claims against the Town before payment.

#### **SECTION 9.13 Bonding of Officials**

Any Town officer or employee (other than Town Councilor) may be required by the Administrator to give a bond for the faithful performance of the duties of the office. The Administrator and all officers receiving or disbursing Town funds shall be so bonded. All official bonds shall be corporate surety bonds, and the premiums thereon shall be paid by the Town. Such bonds shall be filed with the Town Clerk.

#### **SECTION 9.14 Investments, Trust Funds**

The Trustees of Trust Funds shall invest and account for funds under their supervision in accordance with State law.

#### **SECTION 9.15 Grants, Gifts**

The Town Council may apply for, accept and expend monies received from the State, Federal, or other governmental units, or from private sources which become available during the fiscal year. A procedure for accounting for such monies shall be provided for in the Administrative Code. No Town funds shall be expended as matching funds for such monies unless lawfully appropriated for such purpose.



**SECTION 9.16 Town Treasurer; Deputy Treasurer**

There shall be a Treasurer of the Town appointed upon the recommendation of the Town Administrator with approval by the Town Council. The appointment shall be made in writing and shall include the compensation to be paid. The Treasurer shall have custody of all monies belonging to the Town and shall pay out the same only upon orders of the Administrator and the Chairman of the Town Council or as otherwise authorized by State law. The Administrator shall initiate and sign a document, to be co-signed by the Chairman of the Council or designee, listing payments to be made. The Administrator shall attach to the document all supporting papers, as specified by the Administrative Code, authorizing the Treasurer to make payment.

**(amended 9-11-2012)**

The Treasurer shall deposit all monies, invest excess funds and account for same as directed by this Charter, the Administrative Code, and State law. A vacancy in the office of the Town Treasurer shall be filled by appointment by the Town Council for the unexpired term.

A Deputy Treasurer shall be appointed by the Treasurer with the approval of the Town Council. The Deputy Treasurer shall be qualified in the same manner as the Treasurer and shall perform all the duties of the Treasurer in the event of the Treasurer's absence by sickness, resignation or otherwise.

**(amended 3-13-2012)**

Transitional Provision: Pursuant to RSA 669:17-d, upon passage of this amendment the person holding the elected office of Treasurer shall continue on until the next annual Town election following the discontinuance of the elected office of Treasurer.

**(amended 9-11-2012)**

**SECTION 9.17 Borrowing Procedure**

Subject to the applicable provisions of State law and the Administrative Code, the Town Council, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the Town and the issuance of

bonds of the Town or other evidence of indebtedness therefor, and may pledge the full faith, credit and resources of the Town for the payment of the obligation created.

#### **SECTION 9.18 Independent Audit**

Independent compliance and financial audits shall be made of all accounts of the Town at least annually and more frequently if deemed necessary by the Town Council. Such audits shall be conducted according to auditing procedures of the American Institute of Certified Public Accountants, the National Committee on Government Accounting, and other such procedures which may be necessary under the circumstances, by certified public accountants experienced in municipal accounting. Summaries of the results of such audits, including findings and recommendations and any management letters, shall be made public. At least once every 5 years the Town Administrator, on behalf of the Town Council, shall issue a Request for Proposal for the provision of independent audit services. **(amended 3-12-2013)**

#### **Section 9.19 Annual Report**

An annual report of the Town's business for the preceding year shall be made available to the public not later than 150 days after the close of the fiscal year. **(new section 3-12-2013)**

### **ARTICLE 10 GENERAL PROVISIONS**

#### **SECTION 10.1 Availability of Town Records**

In compliance with RSA 91-A, a copy of all ordinances, the Administrative Code or other rules and regulations adopted by any town agency, board or individual shall be filed in the office of the Town Clerk and made available for review by any person requesting such information.

#### **SECTION 10.2 Liability of Town Officers and Agencies**

All town officers and members of town agencies shall be deemed to be public or municipal officers or officials. The Town shall indemnify any such officer or member for expenses or damages incurred in the defense or settlement of a claim against the officer

or member which arose while acting in good faith within the scope of official duties or employment, but only to the extent and subject to the limitations imposed by State law.

### **SECTION 10.3 Prohibition**

(A) No officer or employee of the Town shall appear as counsel before any agency of the Town of Derry.

(B) Any Town officer or employee who has a substantial financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract with the Town or in the sale of any land, material, supplies or services to the Town or to a contractor supplying the Town, shall make known that interest and shall refrain from voting upon or otherwise participating in the transaction as a Town officer or employee. Any Town officer or employee who willfully conceals such interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit the office or position. In addition, the transaction shall be voidable by the Town Council if the person contracting with or making a sale to the Town has knowledge that this section has been violated.

(C) **Activities Prohibited**

1. No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any Town position or appointive Town administrative office because of race, sex, political or religious opinions or affiliations.

2. No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment under the provisions of this Charter or the rules and regulations made thereunder, or in any manner commit or attempt to commit any fraud preventing the impartial execution of such provisions, rules and regulations.

3. No person who seeks appointment or promotion with respect to any Town position or appointive Town office shall directly or indirectly give, render or pay any money,

service or other valuable thing to any person for or in connection with any test, appointment, proposed appointment, promotion or proposed promotion.

4. No person who runs for Town office shall solicit or assist in soliciting any assessment, subscription or contribution for any political party or political purpose whatever from any person holding any compensated appointive Town position.

#### **SECTION 10.4 Severability**

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of this Charter or any of its provisions to any person or circumstance is held invalid, the application of this Charter and its provisions to other persons and circumstances shall not be affected thereby.

#### **SECTION 10.5 Specific Provisions Shall Prevail**

To the extent that any specific provision of this Charter conflicts with any provision expressed in this Charter in general terms, the specific provision shall prevail.

#### **SECTION 10.6 Procedures**

(A) Meetings: All multiple member bodies of the Town whether elected or appointed or otherwise constituted, shall meet regularly at such times and public places within the Town as they may prescribe. Except in emergencies, special meetings of any multiple member body shall be held on the call of the respective chairperson or by one-third of the members thereof, by written notice delivered to the residence or place of business of each member at least 48 hours in advance of the time set. A copy of the said notice shall also be posted on the Town bulletin board.

Special meetings of any multiple member body shall also be called within one week after the date of the filing with the Town Clerk of a petition by at least 100 voters which states the purpose or purposes for which the meeting is to be called. Meetings of all multiple member bodies shall be open and public; however, a multiple member body may meet in a non-public session as permitted by RSA 91-A.



(B) Agenda: Except in cases of emergency, at least 48 hours before any meeting of a multiple member body is to be held, an agenda shall be posted containing all items which are scheduled to come before the meeting. No action taken on a matter not included in the posted agenda shall be effective unless the body first adopts by special vote a resolution declaring that an emergency exists and that the particular matter must be acted upon at that meeting for the immediate preservation of the peace, health, safety or convenience of the Town.

(C) Rules and Minutes: Each multiple member body shall determine its own rules and order of business unless otherwise provided by this Charter or by State law. The Town Clerk or designee shall take and keep the minutes of the respective proceedings. Such rules and minutes, except as provided for in RSA 91-A, shall be a public record kept available in a place convenient to the public at all times, and certified copies shall be kept available in the Town Clerk's office.

(D) Voting: Except on procedural matters, all votes of all multiple member bodies shall be taken by a call of the roll and the ayes and nays shall be recorded in the minutes, provided, however, that if the vote is unanimous, only that fact need be recorded.

(E) Quorum: A majority of the members of a multiple member body shall constitute a quorum, but a smaller number may adjourn from time to time and compel the attendance of the absent members in the manner and subject to the penalties prescribed by the rules of the body. No other action taken by a number of members smaller than the quorum shall be valid or binding.

#### **SECTION 10.7 Duties of the Chairman of the Town Council**

(A) The Chairman of the Town Council, in addition to other duties as provided for in this Charter, shall, after consulting with the Administrator, prepare the agenda for presentation to the Council.

(B) The Chairman shall meet with the Administrator as often as they both shall deem necessary in order to ensure that the



Administrator and the Town Council are in agreement as to decisions made, or to be made, and to share information that may be of benefit to the Chairman and the Town Council regarding public relations, economic development plans, or other public matters the Council may request the Administrator to pursue.

(C) The Chairman shall advise the Town Council on a monthly basis as to activities and progress on matters assigned to the Chairman.

(D) As a member of the Town Council, the Chairman shall be fully subject to the non-interference requirement of Section 8.7 of this Charter.

(E) In order to carry out the Chairman's responsibilities, the Chairman shall be furnished a desk, office space, and secretarial services as needed. Upon leaving office the Chairman shall immediately turn over all papers, files, or other matters to the duly elected successor.

#### **SECTION 10.8 Definitions**

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this Charter shall have the following meanings:

(A) Charter: The word "charter" shall mean this Charter and any amendments to it made through any of the methods provided under RSA 49-B.

(B) Days: The word "days" shall refer to calendar days.

(C) Emergency: The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence or condition which necessitates immediate action.

(D) Initiative Measure: The words "initiative measure" shall mean a measure proposed by initiative procedures under this Charter, but excluding:

1. Matters relative to the organization or operation of the Town Council;

4. An emergency measure passed in conformity with this Charter;
3. The Town budget;
4. Tax anticipation notes;
5. An appropriation for the payment of the Town debts or obligations;
6. Any appropriation of funds necessary to implement a duly adopted collective bargaining agreement;
7. Any proceeding, or part thereof, relating to the election, employment, appointment, suspension, transfer, demotion, removal or discharge of any Town officer or employee;
8. Any proceeding repealing or rescinding a measure, or a part thereof, which is protested by referendum procedures.

(E) Majority Vote: Unless otherwise expressly provided, the words "majority vote" shall mean a majority of those present and voting with a quorum of the body present.

(F) Measure: The word "measure" refers to a specific act or proposal. The specific act or proposal may be a resolution, an ordinance, a referendum vote to be taken, or other proposed action, depending on the matter to be acted on.

(G) Multiple Member Body: The words "multiple member body" shall mean any body consisting of two or more persons, whether elected, appointed, or otherwise constituted.

(H) Number and Gender: The singular number may be extended and applied to several persons or things; words imparting the plural number may include the singular; words imparting the masculine gender shall include the feminine gender; and words imparting the feminine gender shall include the masculine gender.

(I) Referendum Measure: The words "referendum measure" shall mean:

1. A measure protested by referendum procedures under this Charter, including a specific item in the Town budget,

but excluding items 1 through 7 listed in the definition (E) Initiative Measures, or;

2. Any proceeding of the Town Council providing for the submission or referral of a matter to the voters at an election.

(J) Town: The word "Town" shall mean the "Town of Derry."

(K) Agency: The words "Town Agency" shall mean any board, commission, committee, department, or office of the Town government.

(L) Voters: The word "voters" shall mean registered voters of the Town of Derry.

## **ARTICLE 11 TRANSITIONAL PROVISIONS**

### **SECTION 11.1 Continuation of Government**

All members of the Town government, elected or appointed, except those abolished by this Charter, shall continue to perform their duties until the expiration of their current term, and until successors to their respective positions are duly appointed, elected and qualified, or their duties have been transferred. The Town Council shall take whatever measures are necessary to effectuate an orderly transition and shall take whatever actions are necessary to enable such transitions in office to comply with the provisions of this Charter.

### **SECTION 11.2 Continuation and Compensation of Personnel; Abolition of Office of Mayor**

(A) Until expressly changed after the effective date of this Charter, the compensation of all officers and employees of the Town shall be the same as in effect June 30, 1993.

(B) Any person holding an office or position in the service of the Town, or any person serving in the employment of the Town, shall retain such office or position and shall continue to perform

the duties thereof unless or until provisions shall have been made in accordance with this Charter for the performance of such duties by another person or agency. No person in the permanent full-time service of employment of the Town shall forfeit pay grade or time in service by reason of such transfer. All such persons shall be retained in capacities as similar to their former capacities as is practical.

(C) The office of Mayor shall be abolished as of the effective date of this Charter. The present incumbent shall become a Councilor-at-large, and shall have all privileges, rights and access to information as any Councilor, and shall serve until the expiration of the elected term, March 9, 1995.

(D) The Administrator, responsible to the Mayor for the administration of all Town affairs placed in the Administrator's charge under the former Charter, shall, upon the effective date of this Charter, serve under the direction and supervision of the Town Council. Any prior agreement for employment of the Administrator, express or implied, shall terminate upon the effective date of this Charter. A new agreement for employment may be approved by the Town Council under the provisions of this Charter.

### **SECTION 11.3 Council Salaries**

The salary to be paid each Town Councilor shall, as of July 1, 1993, not exceed \$2500.00 per annum. In addition to this sum, the Chairman of the Town Council shall receive an additional sum of \$1500.00. Such salaries shall continue until changed by the Town Council pursuant to Section 5.8 of this Charter.

### **SECTION 11.4 Transfer of Records and Property**

As of the effective date of this Charter, all records, property and equipment of any Town agency, the powers and duties of which are assigned in whole or part to another Town agency, shall be transferred to the Town agency to which such powers and duties are assigned.



**SECTION 11.5 Effective Date**

This Charter shall take effect July 1, 1993, except as otherwise provided. Prior to that date, the Town Council shall prepare for transition to the form of government established by this Charter.



The first of these is the fact that the majority of the population of the United States is of European descent. This is a fact which has been recognized by the government and the people of the United States for many years. It is a fact which has been recognized by the government and the people of the United States for many years.

The second of these is the fact that the majority of the population of the United States is of European descent. This is a fact which has been recognized by the government and the people of the United States for many years. It is a fact which has been recognized by the government and the people of the United States for many years.

The third of these is the fact that the majority of the population of the United States is of European descent. This is a fact which has been recognized by the government and the people of the United States for many years. It is a fact which has been recognized by the government and the people of the United States for many years.

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